



Meeting Assistant Secretarial Support (m/w/f)

BS Wutow GmbH is your expert in recruitment and placement of professionals and executives in the region of Frankfurt. As a privately owned company in the nationwide scale BS Group, we rely on consistent quality and service orientation in the realization of our individual staffing services.

Our client is a major international operation institution. For this client, we are looking for a dedicated

Meeting Assistant Secretarial Support (m/w/f)

Responsibilities:

- Schedule meetings with internals and interviews/negotiation meetings with bidders in coordination with the relevant Contract Officer
- Monitor acceptance of attendees and re-schedule meetings as necessary
- Submit documents into electronic visa loop in the Document Management Tool
- Monitor workflow of documents and send reminders as necessary
- Prepare contractual documents for signature once approved
- Assist Contract Officer in drafting memos and standard forms
- Handle incoming mail
- Assist the other secretaries in the division in terms of sending out and registering contractual documents and handling incoming mail
- Electronic filing of documents in Document Management Tool and SAP
- Provide other secretarial support
- Deputise for the other secretaries in the division.



Skills and Qualifications:

- Secondary education degree
- Proven administrative experience
- Fluency in written and spoken English
- Experience in organising and following up meetings
- Proficiency in MS Office package (Word, Excel, Outlook)
- ERP and Document Management experience would be considered an advantage

Your professional future:

- You will find a job in an international team that has worked on exciting and challenging topics in an innovative and creative environment.
- You will receive a performance-based compensation under attractive working conditions and a lot of creative freedom to implement their own ideas into action.

Gerne stehen wir Ihnen unter Angabe der folgenden Referenznummer für Rückfragen zur Verfügung.

Referenz-Nummer: 406535A27539

Ihr Kontakt:

BS Wutow GmbH

Eschersheimer Landstraße 6
60322 Frankfurt am Main

Telefon: +49 69 90550490

bewerbung@bs-wutow.de
bs-wutow.de

