



Foreign Language Secretary (m/f/d) International Environment

Location: Frankfurt

Employment type: Full-time

For our client, a **renowned international institution** based in Frankfurt, we are looking for an experienced **Foreign Language Secretary (m/f/d)** with excellent English skills.

Foreign Language Secretary (m/f/d) - International Environment

Your Responsibilities

- Reviewing incoming **documents** and supporting the **preselection** of candidates
- Coordinating **appointments**, preparing meetings and ensuring a **smooth workflow**
- Supporting administrative documentation and preparing **reports** and **presentations**
- Maintaining internal **databases** and ensuring a structured **document management**
- Preparing materials for **conferences**, **seminars** and internal meetings
- Acting as a reliable communication point for **applicants** and internal stakeholders

Ihr Profil:

Musthaves

- At least **2 years** of experience in an administrative or assistant role
- Very good **MS Office** skills (Word, Excel, PowerPoint, Outlook)
- English language skills at **C1 level** (spoken and written)
- Strong **organisational skills** and a high attention to detail



- Ability to **prioritise** and manage time independently

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- Experience in an **HR environment** or international setting
- Strong **communication** and teamwork abilities
- A structured, independent and reliable working style

Your Benefits

- Continuous development through **trainings**, mentoring and international exposure
- Comprehensive **health insurance**, also covering family members, plus childcare and education allowances
- Subsidised **staff restaurant**, fitness options and parking facilities
- Support with **relocation**, housing search and additional moving costs
- Modern offices, **flexible working hours** and the option for teleworking
- Access to various professional **development opportunities**
- A stable, wellorganised and internationally oriented **work environment**

If you have questions, we will be happy to assist you using the reference number below.

Referenz-Nummer: 406535A48154

Ihr Ansprechpartner:

Malte Rehberg

Assistent

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