



Senior Executive Management Assistant (m/f/d) International Environment

Location: Frankfurt

Employment type: Full-time

For our client, a renowned international institution in Frankfurt, we are looking for an experienced and highly professional **Senior Executive Management Assistant (m/f/d)** who enjoys working in an international environment and supporting senior stakeholders at the highest level.

Senior Executive Management Assistant (m/f/d) - International Environment

Your Responsibilities

- Preparing, drafting and refining highquality **correspondence** and polished presentations
- Managing sensitive documents, structured filing systems and internal **databases**
- Coordinating seniorlevel meetings, conferences and international business **travel**
- Handling complex agenda and calendar **management** with clear prioritisation
- Taking minutes and producing wellstructured meeting **documentation**
- Maintaining and nurturing highlevel internal and external **contacts**
- Ensuring smooth information flow within the management assistant **network**
- Proofreading, formatting and performing precise **audio typing**
- Providing reliable, discreet and comprehensive administrative **support** at senior level

Your Profile:



Musthaves

- Minimum **4 years** of relevant experience in an executive or senior secretarial role
- Completed **secretarial training** or equivalent qualification
- Excellent **MS Office** skills across all applications
- English at **C1 level**, both spoken and written
- Outstanding organisational, communication and interpersonal **skills**
- Ability to work independently, maintain discretion and perform under **pressure**

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- Experience supporting senior executives or highlevel management **teams**
- Background in an international or multicultural **setting**
- Strong sense of responsibility, service orientation and professional **presence**

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: 406535A48160

Ihr Ansprechpartner:

Malte Rehberg

Assistent

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