



Team Assistant/ Administrative Assistant (m/f/d) – International Environment

As an owner-managed recruitment service provider with many years of experience, BS Wutow professionally supports you in taking the next step in your career. We maintain close relationships with renowned clients and are personally committed to your success – offering appreciation, expertise, and genuine career prospects.

For one of our established clients in Darmstadt, we are currently seeking a

Team Assistant/ Administrative Assistant (m/f/d) – International Environment

Das bieten wir Ihnen:

- Organise and coordinate internal meetings as well as interviews and negotiation meetings with bidders in close cooperation with the relevant Contract Officer
- Monitor attendance confirmations and proactively reschedule meetings where necessary
- Submit documents to the electronic visa workflow within the Document Management System
- Monitor document workflows and issue reminders as required
- Prepare contractual documents for signature following approval
- Support the Contract Officer in drafting memoranda and standard forms
- Handle incoming mail
- Assist other secretaries within the division with the dispatch and registration of contractual documents and the management of incoming correspondence
- Ensure proper electronic filing and maintenance of documents in the Document Management System



and SAP

- Provide support with travel arrangements and bookings
- Deliver additional administrative and secretarial support as required
- Deputise for other secretaries within the division as needed

Ihre Aufgaben:

- Secondary education diploma
- Proven professional experience in an administrative role
- Excellent command of written and spoken English
- Demonstrated experience in organising and following up on meetings
- Proficiency in MS Office applications (Word, Excel, Outlook)

Personal Competencies

- Proactive and solution-oriented approach
- Ability to respond promptly to urgent requests
- Strong organisational skills with the ability to prioritise effectively
- High level of accuracy and attention to detail
- Structured and methodical working style
- Ability to work under pressure with minimal supervision

Ihr Profil:

- Opportunity to work within a renowned international institution operating in a highly dynamic and multicultural environment
- Exposure to international stakeholders and collaboration across diverse cultural and professional backgrounds
- A professional setting that promotes structured processes, high standards of governance, and international cooperation

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

Reference-Number: 405565A47873



Your contact person:



BS Wutow GmbH
Eschersheimer Landstraße 6
60322 Frankfurt am Main

Phone: +49 69 90550490
Fax: +49 69 905504920



Uta Becker-Wutow
Geschäftsführerin

bs-wutow.de

