



FULL TIME / DIETZENBACH

## Assistance/Secretariat Management Board (m/f/n)

The DVS TECHNOLOGY GROUP unites leading specialist companies with one common idea: to machine surfaces in such a way that the challenges of the future can be met - both for classic and alternative drives as well as for general industry. We employ over 1,400 people worldwide and are one of the leading international system providers for machines, tools and production solutions. Wherever something moves in the future, we move the future with it. one group, one drive: shaping tomorrow - be a part of it.

### Your tasks, among others:

- + Planning, coordination and follow-up of appointments for the entire executive board area
- + Organisation and comprehensive preparation and follow-up of meetings and sessions
- + Punctual design and preparation of presentation materials
- + Ensuring the day-to-day running of the office
- + Careful management of filing
- + Support with special projects in the executive board area
- + Travel management

### Your profile:

- + Training in the commercial field or a completed degree programme
- + First professional experience as an assistant, ideally in the executive board area
- + Well-versed communication skills in German and English (spoken and written)
- + Experienced handling of modern communication media
- + Strong organisational skills and high customer/service orientation
- + Stylish appearance and a high degree of confidentiality, integrity and team player mentality
- + Solution-oriented approach coupled with creativity and „can-do“ attitude
- + Openness for versatile tasks, high flexibility and extraordinary commitment