

Executive Assistant (gn)

(18983)

📍 Standort: Berlin 📄 Anstellungsart(en): Vollzeit 📅 Beschäftigungsbeginn: ab sofort

A job is more than just a job. It should be the right fit for you, challenge you, and offer fair compensation. That's exactly how we see it at PAMEC. We connect you with companies that truly match your skills, goals, and ambitions. When you love your job, we know we've done ours right – and we've been doing just that since 1984.

For our renowned client, a leading international corporation, we are looking for a Executive Assistant (gn)

This is what your day-to-day work will look like

- Partner closely with the Vice President of the Innovation Center Berlin and the leadership team, providing proactive executive support by **managing schedules, priorities, appointments**, and key stakeholder communications
- Act as the primary liaison for internal and external contacts, ensuring smooth communication and efficient information flow
- Compile, structure, and prepare information and materials for **leadership meetings, presentations, speeches**, and strategic decision-making
- Create, review, and finalize high-quality presentations, reports, business documents, and correspondence with accuracy and attention to detail
- Plan and **coordinate meetings, workshops, leadership events, and business sessions**, including agenda management, logistics, visitor coordination, and collaboration across departments
- Welcome guests, customers, and business partners while delivering a professional and positive experience that reflects the organization's values
- Arrange **domestic and international business travel**, including itinerary planning, logistics, and expense management
- Support purchasing processes by coordinating supplier onboarding, managing purchase orders, and assisting with procurement-related activities
- Handle sensitive business, financial, strategic, and personnel information with absolute confidentiality, discretion, and professionalism
- Provide comprehensive administrative support for **onboarding activities, absence management, and the day-to-day operations** of the leadership team

What makes you a great fit

- Successfully completed a degree in Business Administration, a commercial apprenticeship, or a comparable qualification
- Previous experience in an Executive Assistant, Team Assistant, Office Manager, or similar administrative support role, ideally working with senior leadership
- Exceptional organizational and time management skills, with the ability to prioritize effectively and manage multiple tasks in a dynamic environment
- Strong communication and interpersonal skills, paired with a collaborative, service-oriented, and professional approach
- Proven ability to handle sensitive and confidential information with integrity, discretion, and sound judgment
- Confident user of Microsoft 365 and modern digital collaboration tools

- Excellent written and spoken English skills; German language skills are considered an asset

Your benefits

- Permanent employment contract with the opportunity for long-term placement at our client company.
- Competitive compensation in line with the GVP collective agreement, with the possibility of additional performance-based allowances, plus holiday and Christmas bonuses as well as a company pension scheme.
- Employee referral bonus of up to **€ 400** through our "Refer a Friend" program.
- Convenient digital processes, including vacation requests and **timesheet submission via app**, as well as exclusive **employee discounts** at a wide range of online retailers

Ready to join us?

Viktorija Iwanowa
Recruiting Managerin
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Bitte gib folgendes Kürzel im E-Mail-Betreff an: VI

Abteilung(en): Kaufmännisch

[Impressum](#)