

LEGAL

Executive Assistant (m/f)

Req.nr. 5123867

Job location: Jenbach

Job level: Experienced

Essential Responsibilities

- Develop & manage presentations, agendas, correspondence and memoranda for a variety of internal and external executive populations and create executive level charts, reports, and correspondence
- Responsible for defined work or projects with moderate complexity (e.g. support organization of conferences, data management and cleanup actions)
- Meet various day-to-day short-term objectives, including admin projects
- Provide overall office management and administrative duties such as phone coverage, call screening, memos and letters for the General Counsel
- Perform wide variety of administrative support activities, which require the handling of business-sensitive and confidential information
- Responsible for the establishment of meeting and agenda priorities, travel schedules and staff meetings within a very dynamic and global environment
- Liaise with a wide range of internal and external contacts at all levels, including senior executives
- Prepare customer & internal visits

Qualifications/Requirements

- Bachelor's degree from an accredited university or college
- Significant experience in an administrative role
- Fluent in English & German, additional languages a plus
- MS Powerpoint and Excel proficiency
- Able to manage multiple priorities
- Able to work under time pressure
- Strong customer focus mindset
- Able to work independently, accurate and flexible
- Competent personality, hands-on mentality, team player
- Absolute discretion & trustworthiness

We put great emphasis on providing our employees with recognition, flexibility, competitive and fair compensation, as well as numerous other benefits. According to Austrian law, job postings need to include the minimum salary for a position. For this position, the minimum salary based on the collective agreement is EUR 2.883,03 gross per month. We will be pleased to discuss the appropriate effective salary based on your qualifications and experience.



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