

EXECUTIVE ASSISTANT TO THE MANAGING DIRECTOR

JOB DESCRIPTION

We are currently looking for an Executive Assistant to be the supportive force that empowers our Management Team. The task is to provide executive-level support to the Managing Director. The Executive Assistant will manage mostly business as well as sales related tasks. The perfect candidate for this position is a proactive a proactive problem solver with exceptional communication skills and a meticulous attention to detail.

The Executive Assistant will oversee and manage the flow and exchange of information, streamline interactions and facilitate initiatives on behalf of the Management Team. This will include extensive calendar management, handling complex travel logistics, preparing sales pitches and responses to sales requests, responding to information requests and acting efficiently as a representative of the Managing Director. To be successful in this role, Executive Assistant should be well-organized, have great time management skills and be able to act without guidance. This part-time position will report directly to the Managing Director

Location: Berlin - Germany

KEY RESPONSIBILITIES

- Act as the point of contact among executives, employees, clients and other external partners, screen and direct phone calls and distribute correspondence
- Ensure a proactive and efficient office management and manage information flow in a timely and accurate manner
- Manage executives' calendars and set up meetings and anticipate and respond to scheduling conflicts
- Make travel and accommodation arrangements
- Complete and submit expense reports in a timely manner
- Prepare independently internal and external communications and correspondence on behalf of the Managing Director – memos, emails, presentations, including communication in English and French
- Undertake special assignments, ad-hoc functions and related duties, e.g. coordination of events, liaising with the project management team as required
- Take minutes during meetings
- Follow-up on sales/business leads
- Flexibility with regards to working hours required

SKILLS AND QUALIFICATIONS

- The ideal candidate can demonstrate an organized approach to administration, ability to multi-task and prioritize, work on their own initiative and have excellent communication and interpersonal skills
- Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)

- Strong verbal and written communication skills including English and French as well the ability to relate effectively with diverse audiences
- Extremely detail oriented and able to successfully multi-task
- Ability to work with high-profile individuals externally and collaborate internally
- Proven ability to work independently and to demonstrate flexibility
- Team player with excellent intercultural skills. Demonstrated experience regarding African intercultural diversity and/or business etiquettes
- Knowledge of Africa specific topics
- Excellent customer service skills and high expectations for quality
- Proven ability to be trusted in dealing with sensitive and confidential matters (see above)
- Work experience as an Executive Assistant, Personal Assistant or similar roles is nice to have

WHAT WE OFFER

- A place within a young, dynamic and international team
- Participation in international projects while working closely with the management and thus gaining massive first-hand experience
- An opportunity to take responsibilities, bring your ideas, solve real problems and work in crossdisciplinary areas
- Accompanying the managing director on flights to Africa
- Using company phone for private calls
- Tram card/berlin ticket
- Laptop
- Regular workshops/trainings

CONTACT

- Maviance GmbH Germany: www.maviance.com
- Please send your CV and Cover Letter to the following e-mail address:
 - Email: Jobs@maviance.com (Subject: EXECUTIVE ASSISTANT FOR MANAGING DIRECTOR)