

**APPLY NOW!**

**YOUR INVESTMENT IN THE FUTURE.**



**Quantron AG** is the specialist for the electrification of commercial vehicles. Become part of our team and accompany us when discovering new innovative paths. In addition to the attractive conditions, you can expect a pleasant working atmosphere with very good opportunities for further development along with a wide range of work assignments in a future-oriented company. **Shape the markets of the future together with us. We look forward to hearing from you!**



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## **EXECUTIVE ASSISTANT - TRAINEE (M/F/D)**

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As an intern with us, you will gain deep insights into the management of a well-known Hightech-Spinoff.

You act as assistant to two of our Executives and thus as the central interface between all exciting areas. As the right-hand man, you support the Executives to achieve their goals.

### **RESPONSIBILITIES:**

- Provide high-quality executive support to your Executive.
- Act as gate-keeper, managing their time and workload to enable them to carry out their role and deliver their goals
- Manage and maintain calendars; take a proactive forward planning approach to diary management
- Keep ahead of potential scheduling conflicts; using initiative to find solutions and communicate changes in a timely manner
- Build strong relationships across the organisation with internal and external stakeholders
- Act as go-to point of contact for all internal and external communications; fielding emails and messages and managing correspondence as appropriate
- Coordinate all travel arrangements; this includes but is not limited to itineraries, flight check-in, transportation to and from airport, etc.
- Draft sensitive correspondence and documents for and on behalf of your VP People & Recruitment.
- Participate in preparation for key meetings, preparing papers and taking minutes and following up actions as required

### **QUANTRON AG**

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- Manage and drive multiple projects and priorities at once, including off-sites and large scale events
- Process expenses and card returns
- Handle confidential information with integrity
- Work as part of the Executive Assistance function; collaborating with EA's across the organisation to share best practice

### **PROFILE / PREREQUISITES:**

- You are highly motivated to shape the future of electrification of commercial vehicles
- EA experience is an asset
- Experience in seamlessly supporting multiple business leaders
- Very good organizational skills and a service-oriented way of working
- Excellent written and verbal communication skills in English & German
- Proficient in MS Office
- Ideally you are aiming for a degree in economics / business administration and international management
- You thrive in fast-paced, changing environments
- You love solving problems
- Helping others makes you happy
- You notice the small things

### **WHY US?**

- Because together with us you can help make commercial vehicles more sustainable
- Attractive working environment in a future-oriented market
- Very good perspectives in a growing company
- TEAMPLAY is very important to us
- Excellent working atmosphere

Interested? Then apply now! Start your future and send us a detailed application including a curriculum vitae and possible starting date.

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