

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!**



CHIEF OF STAFF - MANAGER EXECUTIVE DIRECTOR OFFICE (M/F/D)

We're looking for an experienced and intuitive mid-level Executive Assistant to partner with at least two of our Executives to drive efficiencies and support them to achieve their goals.

WHAT YOU NEED TO ACHIEVE:

- You will need to build strong relationships across the business to drive initiatives on behalf of your Executive
- You will need to assimilate to new environments and functions seamlessly to make a positive impact for your Executive from day 1
- You will need to be able to recognise inefficiencies in the process and make independent and scalable recommendations to improve efficiency
- You will need to be able to manage upwards in order to provide constructive challenges to ways of working
- You will need to be able to solve problems intuitively, finding quick and suitable solutions to business issues
- You will need to be able to prioritise your own and your Executive's workload, ensuring high-quality support is maintained at all times

QUANTRON AG

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PROJECT / 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
- 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:

- Previous EA experience is essential
- Experience in seamlessly supporting multiple business leaders
- Excellent written and verbal communication skills in English & German
- Proficient in MS Office
- You thrive in fast-paced, changing environments
- You love solving problems
- Helping others makes you happy
- You notice the small things

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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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