

Your heart beats for innovation and sustainability? JOIN US NOW!

In Quantron innovation and experience work together every day towards a more sustainable mobility. In our company you will find a flexible working environment with a unique high level of motivation. We have a fast-paced, exciting, and collaborative culture where you will have the possibility to quickly implement your ideas, with a low level of hierarchy and bureaucracy.



Executive Assistant (m/f/d)

Full-Time

Key Tasks:

- 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

Requirements:

- 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
- Bachelor's 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?

- We work on sustainable mobility
- Combining expertise with passion you can quickly grow with us both in terms of skills and responsibilities
- For us Teamworking comes before hierarchy and approval process
- Flexible working schedule

We consider diversity as a crucial ingredient for our growth. As an equal opportunity employer, we base our talent acquisition decisions on skills and experience. What we value is energy, courage, and reliability. We look forward to receiving your application and learn something more about your story.

Join now the e-revolution in passenger and cargo transportation! 2022 is the year to #GROWWITHUS!

Send us a detailed application including a curriculum vitae and motivation letter to hr@quantron.net.

Want to know more about Quantron? Follow us on social media!



www.quantron.net