

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.



Internship / Working Student / Executive Assistant (m/f/d)

Full-Time

This is a unique opportunity to **learn how to run a leading EV Start-up**. You will **work closely with the CEO**, learning how to make the commercial vehicle world more sustainable!

Key Tasks:

- Provide high quality executive support to the CEO
- Act as timekeeper, 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
- Build strong relationships across the organization 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.
- Fielding emails and messages and managing correspondence as appropriate
- Participate in preparation for key meetings, preparing papers and taking minutes and following up actions as required
- Handle confidential information with integrity



Requirements:

- You are highly motivated to shape the future of electrification of commercial vehicles
- Supporting and interacting with C-Level executives
- Organizational skills and a strong eye for detail
- Written and verbal communication skills in English & German
- Professional MS Office Skills
- You are curious and love to solve problems
- You are a good team player

Why us?

- We work on providing sustainable mobility solutions
- Combining expertise with passion you can quickly grow with us both in terms of skills and responsibilities
- For us teamwork 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 more about you.

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