

PTC | Personal Assistant (PA) (m/f) to the Management – Job Description

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Personnel no.: ...
Cost Centre: ...

Job description

The PA to management will relieve the Managing Director of routine tasks and provide support in the preparation of the business ventures and decisions, as well as personnel management. The scope of duties comprises coordinating and organisational central tasks.

Tasks and competences

- General assistant tasks: schedule management, PowerPoint presentations, preparations before and after meetings and minutes taking
- Preparation and follow-up of contracts and reports
- Welcoming and hosting visitors / customers of management
- Organisation of business trips
- Representation of management, both within and outside the company on case-by-case basis
- Organising and coordinating the necessary cooperation between the various departments within the company for a successful implementation of corporate concepts
- Assisting in scheduling and time management, as well as monitoring and control of workflows

Requirements profile

- Degree in business administration or long-standing practical experience
- Strong communication and organisation skills
- Independent and reliable way of working with a view to providing management with professional support and effective relief in the discharging of its duties
- Good knowledge of standard programmes such as MS Office and MS Project if possible
- Good communication skills in German and English, both oral and written
- Willingness to travel, commitment and ability to communicate well and work in a team
- Confident manner, flexibility and enjoyment of challenges and changing tasks

Superior

- Executive Board

Contact

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