



VERENA SCHIFFER CONSULTING

Personalberatung für Managementassistenten

Verena Schiffer Consulting specialises in the professional and tailor-made search of executive assistants and secretarial staff for senior management across all industries as well as employees in the office management sector.

For my client, a **Munich** based European private equity firm run by entrepreneurs for entrepreneurs that focuses on supporting the growth of SMEs with capital and digitalisation expertise and pursues a build-and-scale strategy, I am looking for a **full-time**

Executive Assistant (m/f)

Role:

As an Executive Assistant, you will not only ensure professional front desk and back office processes and provide high-quality administrative support to the team but also contribute to creating a positive environment for effective work flow and team communication. The firm is a fast-growing business and you will be exposed to an entrepreneurial, dynamic environment, in a role that will enable you to learn about and participate in strategy and the commercial world of business.

Elements of the role include:

- Seamless organisation of travel including proactive coordination of flights, hotels, visas, car bookings, etc. and preparation of travel expenses reports
- Handling and planning of internal and external meeting, events and telephone conferences
- Welcoming and taking care of guests in both German and English language
- Responding to phone, e-mail and in-person inquiries
- Preparation of documents for external and internal presentations
- Working closely with the team and liaise and communicate with senior management of the portfolio companies and external business contacts
- Facility management (e.g. order office equipment / materials / refreshments / liaise with cleaning company, etc.)
- Maintaining effective electronic and physical filing systems
- Managing ad hoc projects as agreed

Key Skills and Experience:

- Excellent educational background and some amount of relevant work experience as an Executive Assistant
- Friendly and warm personality with excellent attention to detail
- Strong organisational, administrative and time management skills
- Fluency in German and English is a must
- High degree of professionalism in both written and verbal communication
- Proficient in handling Microsoft Office applications
- Leadership competencies and positive, "can-do" attitude with team player skills
- Enthusiasm and ability to work under pressure
- Background and understanding in Private Equity, M&A or Transaction Services is an advantage

Your Perspective:

- A diverse role with a lot of responsibility in a very dynamic environment with a flat organisational structure and a friendly team
- A competitive salary package (fixed salary and an annual performance-related bonus)
- A modern and prestigious workplace in the heart of Munich

Interested? Then please submit your application (in English or German), including your notice period and salary expectations, to vs@vsconsulting.de. I look forward to hearing from you.

With one click – [apply now!](#)
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