

We are looking for: Assistant for management support (m/f/d)

In order to enlarge our team, we are now looking for an assistant for management support. You like to carry out administrative tasks and support the managers of our company? Your strengths include above all organizational ability, excellent time management and above all self-employment? You want to prove your skills and fundamentally optimize the efficiency of the company? To do this, you will perform the following tasks:

- Link between managers, employees, customers and external partners
- Office Manager by keeping an eye on and completing tasks and processes
- Manage the flow of information in the enterprise in a timely and accurate manner
- Cooperation in accounting, invoicing and communication with the tax advisor
- Billing daily expenses and creating weekly, monthly, or quarterly reports
- Format information for internal and external communications, such as memos, emails, presentations, reports
- General administration, organizing and managing a filing system, support for management

What you bring

- Proven professional experience as an assistant to the management or a comparable function
- Understanding economic contexts, as well as an understanding of fundamental legal matters
- Excellent organizational and time management skills, as well as a good knowledge of MS Office and electronic office applications
- Good oral and written expression, discretion and confidentiality
- Structured, independent and above all reliable working methods
- Creative will and creativity in dealing with new topics

What do we offer?

The e2 Security has a lean management level that has an open ear for everyone. The appreciation of all employees is particularly important here. Heart and humour are common companions in our daily work. We also offer you

- flexible working time models,
- good pay for your work,
- a job ticket and tickets for specialist conferences,
- Employee meetings and training

There is room for your creativity! Have we aroused your interest?

Required application documents: CV, cover letter with salary expectations and earliest possible start date, all relevant academic work certificates.

Type of job: part-time, permanent