

EXECUTIVE ASSISTANT (M/F/D)



STRATEC projiziert, entwickelt und produziert vollautomatische Analysensysteme für Partner aus der In-vitro-Diagnostik und im Bereich Life Sciences. STRATEC entwickelt ihre Produkte mit eigenen patentgeschützten Technologien.

Become part of our team:

KEY RESPONSIBILITIES

- Support the CEO in a variety of tasks and business activities
- Compose and proofread company correspondence; create actionable points from detailed technical reports
- Maintain strong working relationships with internal and external stakeholders; communicate proficiently at every organizational level
- Prepare meeting agendas, participate and follow up on action points and next steps. Represent the CEO at both internal and external meetings, as required
- Collate relevant information to create detailed business presentations and decision making templates
- Participate / lead various projects on behalf of the CEO; coordinate tasks and follow up action items rigorously

INTERESTED?

At STRATEC you can expect a dynamic team, an open working culture and a flat hierarchy. We pride ourselves in offering a long-term employment perspective as well as challenging and varied tasks.

Please send us a copy of your latest CV along with your salary requirements and earliest start date to the following address: careers@stratec.com. If you have any questions or wish to speak to a member of the HR team, please contact **07082 7916-199**.

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 Gewerbestr. 37
 75217 Birkenfeld
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KEY REQUIREMENTS

- Masters level degree / Doctorate in Engineering or Life Sciences or equivalent academic qualification
- First experience of working in a similar role
- Ability to understand technical and scientific concepts/products and participate in discussions on complex topics
- Excellent organizational skills; able to work independently and delegate / follow up on tasks
- First rate communication and diplomacy skills, able to communicate well at all organizational levels
- Ability to manage multiple priorities at one time
- Excellent English language skills, ideally having spent working time in an English speaking country / environment
- Display absolute discretion at all times