



h2r-personalberatung

flexibel.schnell.unkompliziert.

Im Herzen des Ruhrgebiets bin ich seit nunmehr 23 Jahren im Personalbereich tätig und berate sowohl Kleinunternehmer als auch die Entscheidungsträger bei mittelständigen Firmen und Großkonzernen bei Ihren Personalplanungen und Personaleinstellungen.

Meine „hands-on“-Mentalität verbunden mit der Empathie für meine Kandidaten, sowie Schnelligkeit und Flexibilität, ermöglichen mir die zeitnahe Erfüllung der Wünsche meiner Kunden.

**Und heute suche ich SIE!!!**

I am authorized from a German Enterprise searching for an

**Executive Assistant (f/m/d), Ann Arbor, Michigan/U.S.**

#### **Duties and Responsibilities:**

I am searching immediately a professional support for the administration and office management at a location in Ann Arbor, Michigan. It`s between Chicago and Detroit. In this responsible role, you are an assistant to the managing director and act in a “right-hand role” in conjunction with the successful implementation of projects in the automotive sector. In addition to the administrative activities, you ensure the appointment coordination as well as the travel management including the travel expenses. You are in charge of the coordination and meeting preparation, telephone and video conferences, handling sophisticated and demanding correspondence in German and English, takeover daily business operations and prepare presentations and documents.

#### **You are looking for...**

- the chance to design and structure your work area as you like
- contributing your excellent German and English skills on a daily basis
- support in relation to exciting projects and within a varied range of tasks
- the opportunity to bring in your own ideas and creativity • flexible working hours

#### **You will fit with the following qualifications:**

- a successfully completed commercial education or a comparable degree i.e. Bachelor's degree
- experience in a comparable position in an international environment
- very good MS Office knowledge, especially in composing presentation
- special organization and communication talent
- your working style is professional, independent, proactive and service-oriented
- you are creative, flexible and have a high sense of responsibility
- Advanced level skills in English and German

If you think, you're the right person for this position, send your application to

[info@h2r-personalberatung.de](mailto:info@h2r-personalberatung.de) or give me a call Susanne Werle +49 2365 85 66 111