



We are looking for an **Assistant to the CEO (m/f/div.)**

GDF GmbH is an internationally active and successful industrial company with around 90 employees. As part of the Japanese MANI, Inc. We have been developing and manufacturing customer-specific premium products for dental applications at our location in Rosbach vor der Höhe for more than 40 years.

Description:

The Assistant is responsible to provide a high level of administrative support and personal assistance to the CEO. This position will proactively coordinate, manage and keep the CEO on track with schedules, projects and commitments. The Assistant works directly for the CEO and liaisons with the senior executives and other stakeholders for optimal results. The tasks include:

- Support of the CEO in operational and strategic tasks
- Collaboration and management of strategic projects
- Preparation and analysis of data
- Preparation of reports, presentations and concepts
- Sparring partner of the CEO for operative and strategic topics
- Coordination with other divisions
- Research and reporting of special topics
- Control of central administrative processes
- Organization and planning of daily business
- Communication with MANI Headquarter in Japan

Your profile:

- A successfully commercial education, ideally a Bachelor's degree
- At least 5 years working experience in an administration / executive assistant / personal assistant role
- Business fluent knowledge of German, English and Japanese
- Strong communication skills and, intercultural skills
- A quick learner, strong analytical skills and proactivity

Our Benefits:

We offer you a varied and exciting area of responsibility in the growth market of healthcare, an appropriate income and a team-oriented working atmosphere in a dynamic company.

Have we piqued your interest? Then send us your application documents, stating your salary expectations and your earliest possible starting date. If you have any further questions, please contact Luisa Ambrosio.

We look forward to you!

Contact:

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