

Principal Administrative Assistant (f/m)

Main tasks:

Contacts with relevant internal and parties are maintained
Interaction takes place with the other (senior/principal) business process assistants within own team and, where relevant, across the organisation
Interaction with professional staff and management on complex administrative matters within the area of responsibility is actively pursued
Accurate information is circulated to the relevant parties in a timely manner
Existing working practices are reviewed and proposals for new processes to increase effectiveness and efficiency are prepared and submitted
Complex financial / statistical reports and management information are prepared accurately
Complex enquiries from internal and external clients are answered promptly
All issues related to the support of the business processes within the area of responsibility are dealt with efficiently
Relevant business processes are effectively coordinated
The interface with other business process support functions is effectively coordinated
Specific issues are efficiently coordinated with internal and external parties
Own information/knowledge on the business process(es) he/she is involved in is maintained
Relevant business processes are effectively co-ordinated

Your profile:

Formal commercial / vocational qualification or formal qualifications in business studies, administration or another relevant subject
At least 10 years administrative experience
Excellent knowledge of practices / procedures / systems relating to the business process
Excellent knowledge of MS Office (Word, Access, PowerPoint, Excel and Outlook)
Expert user of IT applications supporting the administrative processes
Drafting ability within sphere of responsibility
Excellent command of English and working knowledge of one other official community language

Einsatzort: Frankfurt

Kontaktperson:

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