

The University of Applied Sciences Europe – Iserlohn, Berlin, Hamburg educates the designers and decisions-makers of tomorrow in the four faculties of Business, Psychology, Media, Sport and Design. It came into existence in 2017 after the merge of BTK University of Art & Design and BiTS University of Business Leadership. The University of Applied Sciences Europe is member of Global University Systems (GUS) and opens up unlimited career opportunities to its students by awarding a degree with an international reputation. The HTK - Academy of Design is also part of our GUS network and has trained thousands of successful communication designers for a diverse range of creative professions in the international design industry.

The synergy of creativity, entrepreneurial digital thinking, and internationality mutually enriches the faculties and leads to new perspectives in teaching and research, meeting the needs of the job market in the 4.0 era.

For our location based in **Berlin** we are looking for

## **Personal Assistant (m/f/d) to CEO Gus Germany GmbH**

### **Specific responsibilities:**

- Screening phone calls, enquiries and requests, and handling them when appropriate
- Organising and maintaining diaries and making appointments
- Arranging travels, visas and accommodation and processing travel expenses reports
- Organising meetings and events
- Prepare and edit correspondence of internal and external communication
- Prepare presentations, meeting minutes and other documents as required
- Prepare invoices, reports, memos, letters and other documents using word processing, spreadsheet, database or presentation software
- Translation of meetings and/or communications from English to German and the other way around
- Executive tasks shall be provided with precision and a high degree of accuracy
- Coordinate and follow up with staff on tasks and projects assigned by CEO
- Carrying out background research and presenting findings
- Liaising with clients, suppliers and other staff

### **Requirements:**

- A minimum of five years of experience supporting executives in an international, fast-paced environment
- A thorough understanding of the highly regulated Higher Education sector in Germany
- An excellent command of the English and German language
- Excellent written and verbal skills
- Excellent IT skills, including a great understanding of Microsoft Office
- Excellent internal and external stakeholder communication skills
- Reliable in meeting deadlines and managing priorities as directed
- Sensitivity to confidential matters
- Solid experiences in Project Management

### **Benefits:**

- Unlimited contract based on 40 hours per week
- Play a major role in a dynamic, collaborative and international environment
- Varied tasks in a great team atmosphere

**Interested?** Then please send us your application including cover letter, CV, salary expectations and earliest starting date. We're looking forward to your application via E-Mail [karriere@gusgermany.de](mailto:karriere@gusgermany.de)

### **Feel free to contact:**

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