

If you are a real organizational talent, enjoy a diverse range of tasks and can adapt flexibly to individual situations, then you are the right person for us!

We are looking for **YOU** to strengthen our team as

Management Assistant (m/f/d)

Your tasks

- you support the management in the administrative day-to-day business
- you are responsible for scheduling and coordination, organizing meetings and business trips
- you create presentations and prepare statistics
- you are the interface and contact person for employees and business partners
- you organize internal events
- you take care of orders as well as the filing and administration of documents
- you take care of all secretarial tasks

Your profile

- you have successfully completed a commercial apprenticeship
- you have already collected some professional experience in the field of assistance or in a comparable function
- you are competent in the common MS-Office applications
- you work conscientiously, efficiently and in a structured manner
- you are a team player and you are characterized by discretion, loyalty and absolute reliability
- you convince with a confident and friendly appearance with very good expressiveness

We offer you

- cooperation in an established company with a solid customer base
- exciting tasks in an appealing working environment with motivated and helpful colleagues
- an attractive and future-oriented workplace
- teamwork with flat hierarchies
- subsidized further training
- opportunity for a trial day to get to know the job and the new colleagues
- homeoffice and the suitable equipment
- performance-related remuneration
- free parking spaces
- provision of hot and cold drinks
- employee events

Have we made you curious?

Then **apply now and join our team!**

Please send your complete application documents (PDF-format) including your salary requirements and the next possible starting date via e-mail to:

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