



## Management Assistant / Bilingual Secretary (m/f) Fremdsprachensekretärin (m/w)

BS Wutow GmbH is your expert in recruitment and placement of professionals and executives in the region of Frankfurt. As a privately owned company in the nationwide scale BS Group, we rely on consistent quality and service orientation in the realization of our individual staffing services.

Our client is a major international operation institution. For this client, we are looking for a dedicated

### **Management Assistant / Bilingual Secretary (m/f) - Fremdsprachensekretärin (m/w)**

#### **Responsibilities:**

- Providing secretarial and administrative support
- Dealing with external telephone enquiries and with administrative enquiries from other departments and areas
- Handling incoming and outgoing mail and follow-up on actions
- Coordinating travel arrangements for the staff
- Taking minutes of meetings in both German and English, and when necessary transcribing them in English
- Copying, typing, filing and retrieving documents
- Preparation and distribution of the weekly canteen menu in liaison with the caterer
- Scanning and managing documents in the Document Management tool
- Maintaining archive in co-operation with other team members
- Preparing, scheduling and registering quarterly General Briefing meetings, reporting information on the Department's activities



- Assisting in the organisation of annual in-house events, local conferences, and seminars
- Deputising for the administrative tasks of the involved Managers during periods of absence

### **Skills and Qualifications:**

- A secondary education followed by a completed vocational training and proven experience as an administrative team support in a multi-lingual environment
- Proficiency in MS Office package (Word, Excel, Power Point). Experience in using SAP is an advantage
- Very good organisational skills and attention to detail
- Proven ability to work effectively and independently in both English and German
- Demonstrated ability to work in a team and to work independently with minimum supervision
- Service-orientation, tact and discretion are required, along with good judgement and the ability to establish and maintain effective working relationships
- Please address your application preferably in English

### **Your professional future:**

- You will find a job in an international team that has worked on exciting and challenging topics in an innovative and creative environment.
- You will receive a performance-based compensation under attractive working conditions and a lot of creative freedom to implement their own ideas into action.

Gerne stehen wir Ihnen unter Angabe der folgenden Referenznummer für Rückfragen zur Verfügung.

Reference-Number: 406535A09630

### **Your contact:**

**BS Wutow GmbH**  
Eschersheimer Landstraße 6  
60322 Frankfurt am Main

Phone: +49 69 90550490

bewerbung@bs-wutow.de  
bs-wutow.de

