

Our client is one of the top companies in the system catering industry. The company is characterized by internationality and numerous internal development opportunities. Dedicated and experienced hands-on personalities with a flexible mindset and entrepreneurial spirit are the cause for the remarkable success.

We are looking for a self-motivated and service-oriented personality to join the team and support the CEO in business-related organisational and administrative daily agendas at the headquarter in Graz.

### Area of activity

- Strategically support leadership, business and partner activities
- Preparation and coordination of internal and external management needs
- Support the management at administrative and operational tasks
- Correspondence, filing and digitization of documents
- Receptionist activities and represent the company to the business guests
- Organization of management meetings and appointments with appropriate preparation and follow-ups
- Travel Management for the Company and Family Office
- Creation of reports (Excel), taking minutes and follow-ups of action points

### Preferred qualifications

- Successfully completed commercial education (ideally Bachelor/Master Degree)
- Several years of direct executive support experience
- Excellent communication skills (verbal and written) in English and German (Romanian/Serbian language skills of advantage)
- Excellent competence in MS Office
- Expertise in fundamental administrative tools and processes
- Discretion, loyalty and reliability
- Independent, careful and performance-oriented working style
- Balance between pragmatism and appropriate attention to details
- Passion to learn and express own ideas
- Strong problem-solving ability combined with organisational and time management skills
- Stressful situations should be well-sealed

### Our offer

- Long-term job with a high degree of personal responsibility and creative freedom in a company with short decision paths
- Open and appreciative corporate culture
- Salary will be determined based on individual professional experience (the formal minimum salary according to Collective Agreement is € 1.773,30 up to € 3.000,00)

If interested, send your application documents via email to Veronika Kolinkova, MA ([catro.sued@catro.com](mailto:catro.sued@catro.com)), who will gladly provide you with further information.

Please mention the **reference number 10.5033**.

Please note that your application will be forwarded to our client. Of course, under consideration of blocking notices. Discretion is self-explanatory.