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Executive Assistant – Office Manager (m/f/d) (permanent position) in Frankfurt a.M.



Beschreibung

For our client, one of the world's largest real estate asset managers, with €65bn of assets under management and over 600 employees, we are looking for the office in Frankfurt a.M. for an

Arbeitsort

Frankfurt a.M.

Executive Assistant – Office Manager (m/f/d) (permanent position)

Kennziffer:

Ihre Aufgaben

This Assistant position consists in supporting the team based in Frankfurt as well as office management for the Frankfurt office, providing responses to a wide range of enquiries from clients via telephone, email and written correspondence.

Key responsibilities:

- Execution and monitoring of all necessary assistant work to Fund Operations Team, Logistis Asset Management team as well as Fund Team, i.e. all kind of letters, mails, calls, business card registrations, translations
- Preparing all meetings, conference calls, lunches, etc. in the Frankfurt office
- Invoice verification of all incoming corporate invoices
- Monitoring payments of corporate invoices
- Monitoring and booking all business travels for the team including hotel and flight booking
- Monthly calculation of travelling costs for whole Frankfurt team
- Ordering all office supply material
- Taking care of all office suppliers i.e. Electricity, cleaning company, soft drinks supplier
- Correspondence with central archive in Düsseldorf, Luxembourg and Paris office
- Binding all kind of contracts, agreements and presentations
- Working closely with two Assistants based in Dusseldorf,
- Support in preparation of presentations and research materials

Ihr Profil

Profile

- Significant experience as Assistant for a team
- Fluent in German & English mandatory, French would be a plus
- Strong organisation skills and ability to multitask
- Excellent customer service
- Confident with IT

- Strong interpersonal skills
- Strong communication skills both written and verbal
- Attention to detail
- Solution focused/problem solver
- Proactive
- Awareness to sensitive information/confidentiality

Weitere Informationen

Our client offers:

- Permanent employment contract
- Excellent development opportunities
- Interesting remuneration package

Our client offers an interesting and diversified position. If this appeals to you, please send your complete application with your remuneration level and your availability to mfeichtmeier@ircgmbh.de

Bei Interesse an dieser Position, freuen wir uns über die Zusendung Ihrer vollständigen Bewerbungsunterlagen, vorzugsweise per E-Mail, inklusive Ihrer Gehaltsvorstellung und Ihres möglichen Eintrittstermins.

Ansprechpartner für diese Position ist Herr Markus Feichtmeier.

KONTAKT

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