



We are a leading developer and manufacturer of mechanical and electronic locking systems as well as car access and authorization systems for the global automotive industry. Founded in 1908 in Velbert, Germany, we are an independent, family-owned company with around 7,800 employees at locations in Europe, America and Asia and achieved sales of around EUR 1 billion in the financial year 2020.

Executive Assistant

OVERVIEW: We're looking for a collaborative and upbeat team member with a practical and professional, can-do attitude to support our SVP Product Development in Timisoara.

Key Activities

- ▶ Execute secretarial and administration tasks
- ▶ Handling and responding to incoming tasks from management or executive-specific tasks
- ▶ Acting as the point of contact between the executives and internal or external colleagues
- ▶ Producing reports and presentations
- ▶ Take accurate and concise minutes during meetings, ensuring key discussions, decisions, and action items are documented.
- ▶ Prepare and distribute meeting agendas and follow up on action items as needed.
- ▶ Maintaining the current database system, and looking for ways to improve current systems
- ▶ Managing and organising the calendar of SVP Product Development
- ▶ Assist with the planning, organization, and execution of special projects, events, and initiatives.
- ▶ Arrange travel and accommodations, protocol activities for management visits in Timisoara

Desired Profile

- ▶ Bachelor's degree/MS
- ▶ + 3 years equivalent work experience would be a plus
- ▶ Professional discretion and confidentiality
- ▶ Excellent command of English and native language in writing and speaking

- ▶ MS Office knowledge
- ▶ Excellent oral and written communication skills
- ▶ Organizational skills and ability to work on multiple projects
- ▶ Strong interpersonal skills with all levels of management
- ▶ Ability to work independently and problem-solving skills
- ▶ Excellent time management skills

Benefits

- ▶ Induction and training programs that provide you with all of the knowledge to excel at the workplace
- ▶ Young, professional and dynamic team
- ▶ Competitive salary and flexible benefits (sports, wellness, transport, holiday reward etc.)
- ▶ Health and wellbeing (medical care, fruits day, lunch vouchers etc.)
- ▶ Professional development
- ▶ Increased work-life balance (flexible working hours and mobile work, extra vacation days)
- ▶ Special fidelity package
- ▶ Modern and central working facilities (contemporary offices, relaxing and entertainment areas)

If this sounds interesting to you, please send your comprehensive application materials to:

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