



## Executive Assistant

Being an Executive Assistant goes beyond administrative tasks. We believe that as an Executive Assistant, you are key to a successfully functioning company. Working closely with our management team, you are the central point of internal and external communication. We are looking for a self-driven, dynamic people person who has an eye for the smallest details.

### *You will love this job if you're:*

- **Communicative**, you are a master of spoken and written communication. As you will be communicating with both the internal team and external people, you will need to listen carefully and react appropriately for any audience or situation.
- **Well-organized**, you will have to keep track of various responsibilities in a fast-paced environment. You have a feeling for top priorities, while at the same time making sure nothing slips through the cracks.
- **Reliable**, you are confidential with no exceptions. Being part of internal and external communication, managers as well as clients and employees need to trust you unconditionally with sensitive data.
- **Flexible**, you react to urgent situations when they arise. Some tasks require immediate action, so a self-driven working method is key.
- **Inquisitive**, you can adapt to the changing environment in a growing business and are eager to learn new things. Additionally, you think that giving and receiving candid feedback helps the whole team to grow.

### *Your challenges will be:*

- Extensive email management
- Correspondence to queries on behalf of the Founder Team
- Preparation of documents and presentations
- Managing incoming calls
- Coordinating meetings
- Assist in organising events and conferences
- Typing, compiling and preparing reports, presentations and correspondence
- Facilitate internal communication
- Complete ad hoc assignments
- Manage the founders calendar
- Arrange complex and detailed travel plans including itineraries, agendas, travel planning and meeting agendas
- Timely submission of expense reports
- Plan, coordinate and support logistics to internal and external events
- Research, prioritize and follow up on incoming issues and concerns addressed to the founders, including tight timelines and sensitive information
- Prioritize conflicting needs; handle matters expeditiously, proactively and follow through on projects to successful completion

### *Our highlights:*

- Awesome team with flat hierarchies
- Centrally located offices with good traffic connection

**Interested? Go for it and send your CV to [hr@replex.io](mailto:hr@replex.io)**



- Employee benefits, e.g. discounts, fresh fruit, beverages, fitness & sporting activities
- An open culture encouraging creativity for new ideas

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