

JOB TITLE

# Executive Secretary to Head of Group Finance(m/f/d)



**TRATON**  
G R O U P

**TRATON** is a wholly-owned subsidiary of Volkswagen AG and a leading commercial vehicle manufacturer worldwide with its MAN, Scania, Volkswagen Caminhões e Ônibus, and RIO brands. In 2017, TRATON GROUP's brands sold around 205,000 vehicles in total. Its offering comprises light-duty commercial vehicles, trucks, and buses which are produced at 30 sites in 18 countries.

## Your tasks

- Personal assistant to Scheduling and Coordination the Head of Group Finance. Scheduling and Coordination timetable and meetings.
- Organization of national and international business trips, including planning, booking and processing of travel expense accounting
- Organization of meetings and video conferences at all levels of management
- Handling and Completion of the general correspondence in English and German language
- Coordination with the secretaries of the Truck Board within as well as within Scania and MAN
- Assistance for organizing events, and preparation of business relevant working content
- Organization of office equipment, team events, communication and administration of team relevant processes and projects
- Preparation of presentation for Management meetings. Taking and writing minutes of meeting

## Your profile

- Successfully completed commercial apprentices or equal qualifications (e.g. office clerk, etc.)
- Professional experience in working in a comparable function and setting
- Competent handling of MS-Office applications, especially MS Outlook, Word, Excel and PowerPoint
- Independent and structured method of working and strong team- and cooperation skills
- Excellent communication in English and preferable in German as well as flexibility and the ability to work in a team
- Intercultural skills and experience in handling different cultures
- Good network abilities and preferable experience within the TRATON brands.

## More information

TRATON GROUP has this vacancy in Munich, starting at the earliest possible date.

For more details please contact us at [jobs@traton.com](mailto:jobs@traton.com).

## Application

We look forward to receiving your full application indicating the complete job title via e-mail at [jobs@traton.com](mailto:jobs@traton.com).