

JOB TITLE

Executive Secretary to Head of Group Legal (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.

The Company had a workforce of around 81,000 worldwide across its commercial vehicle brands as of December 31, 2017. The Group seeks to realign the transportation system through its products, its services, and as a partner for its customers.

Your tasks

- Full coordination of the timetable, meetings and business trips as well as preparation of business relevant working content
- 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 German and English language
- Coordination with the secretaries of the various Boards of TRATON and its brands
- Administration of team relevant processes and projects as well as organization of office equipment, team events etc.
- Preparation of presentations for management meetings including taking and writing minutes of meeting

Your profile

- Successfully completed education as legal assistant, foreign language correspondence clerk or similar
- Previous working experience as executive assistant or in a comparable role, preferable experience within the TRATON brands
- Sound knowledge of MS Office applications
- Excellent communications skills in German and English
- Independent and structured method of working and strong team- and communication skills
- Outstanding organizational and time management skills
- Discreet and strong intercultural skills as well as good network abilities

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.

Application

We look forward to receiving your full application indicating the complete job title via e-mail at jobs@traton.com.