

JOB TITLE

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



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.

Application

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