

With you, we are in for an administrative surprise?



We are looking for an  
EXECUTIVE ASSISTANT (M/F/X)

Location: Heidenheim an der Brenz (Germany) | Starting: at the next possible date

#### YOUR WHOLE NEW WORLD:

THE FORCE builds companies for companies in the healthcare and pharmaceutical sector.

We encourage work in a flexible surrounding and as a diverse group when it comes to gender, nationality, religion, and ways of working. This unique culture is aimed to integrate employees and partners seamlessly into one organization.

Likewise, this organization shall easily adapt to customer organizations. Our unique way of operation will release THE FORCE to solve customer problems in a fast, effective, and efficient manner. In all of this, people are and will be at the center of our attention, and the most valuable asset we have: People are our strength. They make us THE FORCE.

#### NO „ONCE UPON A TIME...“:

As a young, dynamic company we are constantly growing and are therefore looking for an assistant to support and relieve the management. We place particular value on you being able to develop your individual strengths in your area of responsibility – and, at the same time, on the fact that new processes or technologies don't feel eerie to you.

## WHAT YOU WILL BE BREWING:

- ✓ You take care of various project tasks that end up in your cauldron.
- ✓ Financial projects don't make you feel like you're jinxed, either.
- ✓ You support the set-up of foreign subsidiaries, so they won't remain a fairy tale.
- ✓ Operational activities, for example bookkeeping in cooperation with our tax advisor, are no fantasy words for you.
- ✓ You have a formula for all administrative and organizational tasks to support the management.

## THIS IS HOW YOU ENCHANT US:

- ✓ To keep track of everything, you don't need a crystal ball, but instead rely on your strong organizational skills, a responsible, independent way of working, and your own initiative.
- ✓ Thanks to very good knowledge of MS Office, neither the preparation of information nor data processing via Word, Excel or PowerPoint are witchcraft to you.
- ✓ You have a good (third) eye for design, especially when it comes to presentations.
- ✓ Due to your pronounced understanding of service and your team player qualities, working with you is anything but a curse.
- ✓ With your fluency in both German and English, communication with customers and colleagues works like magic for you.
- ✓ An academic background is an advantage.

## SOUNDS ALMOST MAGICAL TO YOU?

Send your application directly to Christian Stenske via our application form.

[APPLY FOR THIS POSITION NOW](#)