

// Professionally experienced

Management Assistant (m/f/x)

📍 Paderborn

🕒 Full-time

📅 As of now

👥 People & Culture



Are you a proactive multitasker, who is driven by responsibility and inspired by a wide range of activities? Do you enjoy planning, organizing and communicating with people as much as you enjoy the ever-changing environment?

Then apply now and become part of our mission “Discover to Manage”.

Your tasks at Raynet

- Accompanying the managing director for strategic and operational appointments, as well as their preparation and follow-up
- Taking on ad hoc assistance tasks from a wide range of topics in daily business operations
- Taking on responsibility for administrative tasks, such as office management, fleet management and pertaining activities, such as, among others:
 - Visit and reception management including meeting and event preparation
 - Stay and travel management
 - Fleet management including planning, vehicle allocation and maintenance coordination
 - Coordination of purchases, order placements and office equipment maintenance
- Proactively identifying problems and independently finding solutions for daily business
- Cross-functional collaboration with all departments of the company, especially Finance, Marketing and Sales

Contact

Human Resources Team

+49 5251 54009-0

bewerbungen@raynet.de

Weitere Informationen

Standort: Paderborn

Arbeitszeit: Vollzeit

Beginn: ab sofort

Bereich: People & Culture

Du hast Interesse?

Dann schreib uns einfach eine E-Mail, melde Dich telefonisch bei uns oder bewirb Dich direkt über den QR-Code.



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Our expectations

- Experience in an assistant or deputy role
- Strong sense of responsibility
- Constructive attitude and solution orientation combined with proactivity and independence
- Structured and analytical way of working
- Strong teamwork skills
- Quick comprehension, hands-on mentality and independent implementation
- Strong communication and presentation skills
- Willingness to travel and flexibility
- Very good written and spoken German and English
- Very good knowledge of MS Office
- A business-related degree would be a plus, or alternatively a completed commercial training

What awaits you

- A lot of room for independent action, fresh ideas and new challenges
- Flat hierarchy, direct contact persons and fast decision-making processes
- Diverse tasks and projects in an innovative environment
- Team events & work-life balance
- Individual further education activities
- A challenging, practical and future-oriented job in an internationally growing company
- Fully equipped and modern office with ergonomic workstations, in-house gym and sauna, charging stations for e-bikes and e-cars, combined with a panoramic terrace over Paderborn

Why Raynet?

Because we make the difference and not only offer you a demanding and challenging job with exciting opportunities for further training and promotion, but also do everything we can to make you feel at home.

See for yourself!

