

JETZT BEWERBEN >

**STEICO**  
Das Naturbausystem



The **STEICO Group** develops, produces, and markets sustainable construction products made from renewable raw materials. As the **European market leader in wood-fiber insulation materials**, STEICO is a trusted system provider for ecological residential construction. It is the only manufacturer offering a fully integrated wooden construction system, where insulation materials and structural components work seamlessly together. STEICO employs approximately **2,000 people** across **seven locations in Europe**.

Steico is looking for an

## Executive Board Assistant (m/f/d)



Feldkirchen



today



permanent



full-time



## Our Offer

- *An exciting and diverse role in a fast-growing, innovative international company*
- *A position with ample opportunities for professional growth and development*
- *Flat hierarchies and short decision-making processes*
- *Attractive benefits, including social allowances and additional perks*
- *Comprehensive onboarding and training by experienced colleagues*
- *Access to company-owned fitness studios and a beach volleyball court*
- *Convenient transport links and company parking spaces*



## Your Tasks

- As an Executive Board assistant, you will provide support with administrative and organizational tasks and actively participate in the decision-making process at Executive Board level.
- You will manage scheduling and travel planning while maintaining a clear overview at all times.
- You will prepare meeting materials, ensure thorough follow-ups, and create impactful presentations.
- As a key point of contact, you will facilitate communication between internal and external stakeholders, ensuring seamless information flow.
- You will communicate and correspond regularly in English and German.
- Your responsibilities will also include supporting accounting tasks, such as processing credit limit applications and managing accounts receivable.

## Your Profile

- A completed degree or an equivalent qualification.
- Several years of experience as an executive assistant at the C-level.
- Fluency in written and spoken German and English (C1).
- Exceptional organizational skills and a structured, independent, and detail-oriented approach to work.
- Excellent communication skills and a strong sense of teamwork.
- Proficiency in MS Office applications completes your skill set.

- You will manage confidential company information with the highest level of discretion.

## Application

If we have sparked your interest, we look forward to receiving your complete application, including your salary expectations and earliest possible start date.

[□ Stellenausschreibung \(Pdf\)](#)

## Contact

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