

**ngena** is a global alliance of service providers that will provide international telecommunication network services for corporate customers. ngena stands for “Next Generation Enterprise Network Alliance” and enables its partners to share their telco networks and offer services on a global basis. ngena GmbH is an independent company that is funded by leading global telco companies such as Deutsche Telekom AG.

## Executive Team Assistant (m/f)

Have you always dreamed of working for an international start-up company? Then take this next step into the future and join us as our new colleague as Executive Team Assistant (m/f) (full-time) in Frankfurt am Main, Germany.

### Your responsibilities

- Supporting our Senior Management in administrative and organizational matters, including ad-hoc tasks
- Communicating with our worldwide stakeholders and the management board in English and in German
- Planning and coordinating meetings, business trips and other events
- Support in the preparation of management briefings and presentations
- Travel booking and handling expense management
- Assisting in Facility Management and Office Management, such as office supplies inventory, post and invoice verification
- Maintaining reliable document management and filing, including follow-up

### Your profile

- Completed university degree or vocational training in related business fields
- Minimum of 5 years professional work experience as an executive assistant in an international environment
- Excellent English and German skills (spoken and written); additional language(s) is an asset
- Profound knowledge in MS Office
- Organizational talent, anticipatory and structured way of working
- Confident and professional behavior paired with excellent communication skills and team spirit
- Proactive, solution-oriented and being able to work independently
- Ability to keep composure under pressure and challenging circumstances

### Your chance

A dynamic, international and cooperative business environment awaits you. In your field of activity, responsibility will be in your own hands from the very beginning and you will be able to actively contribute to the future development of ngena. We offer challenging tasks with room for creativity and development opportunities within the startup, a highly motivated international team, an open corporate culture of flat hierarchies and a state-of-the-art workplace.

### We are looking forward to getting to know you!

If you are interested in this challenge, please send us your complete application including salary expectations and possible starting date via email to [myfuture@ngena.net](mailto:myfuture@ngena.net)