



## Executive Assistant (f/m/d)



Fulltime



Düsseldorf, Germany



Entry Level

astragon Entertainment GmbH is a wholly-owned subsidiary of Team17 Group PLC, and a leading German games developer, publisher and distributor of sophisticated 'working' simulation games, focusing on non-violent cooperative gameplay with very detailed, technical, and realistic environments. astragon's internationally well-known IPs include Construction Simulator, Bus Simulator, Police Simulator: Patrol Officers and Firefighting Simulator. The distribution of high-quality licensed and distribution products such as Farming Simulator and SnowRunner complete its attractive product range. astragon games are available world-wide on many different platforms such as consoles, smartphones, tablets, and PC.

A cohesive and strong team - even when working from home: To support our team in Düsseldorf, we are looking for an **Executive Assistant (f/m/d)** with immediate effect.

### Key Responsibilities:

- Support of the CEOs in day-to-day business
- Responsibility for the coordination and content-related co-design of management meetings
- Supporting the management in the creation of presentation materials and administrative support
- General communication with the team, including official team notifications
- Process management: independent review of business processes and development of optimizations
- Travel management: coordinating, organizing and preparing all business trips of our CEOs
- Independent collaboration and support in projects
- Adept communication with internal and external contacts

### Qualifications:

#### Core Competencies

- Successfully completed commercial training or university studies
- First professional experience in a comparable field of activity
- Good command of written and spoken English and German
- Confident handling of MS Office applications
- Organizational talent
- Structured and independent way of working
- Goal-oriented and efficient work as well as a high degree of initiative and reliability
- A high degree of communication skills and a friendly manner



#### What we can offer:

- Hybrid work environment
- An inspiring work environment in a dedicated, young team as well as dynamic career opportunities
- Great benefits such as bonus entitlements, employer-funded pension plan and flexible working hours
- Downtown location with good access to public transportation as well as the opportunity to park for free
- Free soft drinks, coffee, tea and fresh fruit

Does this sound like you? If your answer is yes, we'd love to hear from you! Get in touch and send your CV and cover letter to [job-applications@astragon.de](mailto:job-applications@astragon.de)

For more information please see: [www.astragon.de](http://www.astragon.de)