

Porsche **eBike** Performance

Executive Assistant for our Managing Directors (m/f/d)

Immediately · Full time 40h/week · Ottobrunn near Munich



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At the headquarters in Ottobrunn near Munich, the Porsche eBike Performance GmbH develops and produces advanced drive systems for two brands: FAZUA with the focus on pioneering compact lightweights for agile e-bikes and under the brand name Porsche exceptionally powerful drive systems. FAZUA is a young, ambitious brand that has transformed the cycling industry in 2017 with its innovative drive system for agile, compact, lightweight (and extremely good looking) e-bikes. Since July 2022, we are a part of the Porsche eBike Performance GmbH. Our diverse, open-minded, ambitious (and fun) team is constantly seeking new, inspiring talents who will help us push boundaries to shape the future of e-bike technology.

YOUR TASKS

- You support the management in all administrative and organisational tasks, including arranging and monitoring appointments.
- You control the flow of information within the international organisation and handle internal and external correspondence
- You are an important interface between different areas and departments
- You are responsible for the preparation and follow-up of advisory board meetings, workshops and meetings as well as for taking minutes
- You prepare presentations and decision papers
- You take on special tasks and projects
- You contribute to the organisation of events

YOUR PROFILE

- You have successfully completed a commercial apprenticeship or a comparable course of study

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- You have several years of professional experience in a comparable function
- You are fluent in written and spoken German and English
- You are an organisational talent and work in a service-oriented manner
- You work independently, in a structured and reliable manner and maintain an overview in stressful situations

YOUR BENEFITS

- We are a diverse and international team of creative minds, passionate bike nerds, and progressive thinkers
- You will see your ideas taking shape quickly: bring in your thoughts, challenge the status quo and see innovations being implemented soon
- You can work remotely from home equipped with top hardware. Yet, in Ottobrunn, right on the outskirts of Munich, our headquarters also feature nice rooms, a huge terrace, and the best colleagues
- Our location in the jaw-dropping Bavarian landscape offers a fantastic surrounding for rides. Take the chance to lease your dream bike on JobRad or simply grab one of our test bikes if available
- We try to live sustainability in everything we do – instead of just talking about it
- We are supportive of further education and foster ambitions of growth within the company
- We believe in regeneration and agility. Therefore, we offer 30 days of vacation for you to fuel up and find new inspiration

Do you want to become part of the Porsche eBike Performance team? Send your CV and a short motivation letter including your availability and salary expectation to jobs@porsche-ep.com.

Your contact person: **Kristina van den Brink**

Phone: **+49 (0) 89 540 462 112**