

# Executive Assistant Management & Accounting Support



**APPLY NOW**

Please send at least your CV with relevant work experience, a Cover Letter highlighting your motivation for the job, relevant certificates from your professional education and your expected salary to [application@carbon-minds.com](mailto:application@carbon-minds.com). Feel free to attach further documents you think are important.

OFFICE MANAGEMENT

MANAGEMENT ASSISTANT

TRAVEL AND MEETING PREPARATION

STRUCTURING OF DOCUMENTS



Full-time/  
80%



For the next possible  
moment, best March  
to April 2023



Cologne, Germany  
partly remote ("Homeoffice  
in Cologne") is possible

As our executive assistant you will support our management team by taking care of our office management, assistant tasks with travel and meeting preparation as well as the structuring of documentations throughout company.

## RESPONSIBILITIES

Your work will include multidisciplinary tasks between organization, accounting and assistance. These tasks include for instance:

- Bilingual Office Management
- Scheduling and pro-active management of the executive management calendars
- Coordination and processing of incoming executive management e-mails
- Organization and follow-up of travel, conferences, meetings
- Pre-structuring and preparation of documents
- Support of accounting tasks in interaction with our accounting agency, managing of public project accounting

## JOB REQUIREMENTS

- You have at least 2 years of experience as executive assistant
- Completed commercial or legal professional training
- Profound experience in using MS Office programs
- Structured and independent way of working, organizational talent
- Strong communication skills and service orientation
- Experience in accounting in general and in particular of public projects is a plus but not a must
- Experience in working with multinational energy, chemical or plastic companies is a plus but not a must
- Fluent in German and English

## BENEFITS AT CARBON MINDS

- Flexible working hours/potential for partly remote working („Homeoffice“ in Cologne)
- Simple and fast personal improvement with a high learning curve and varying tasks
- We are seeking long term relationships, so we can grow together
- Competitive salary from the start, based on a fixed salary structure accounting for your experience
- Last but not least: **Doing good for the environment!**

You can find more information about us on [www.carbon-minds.com](http://www.carbon-minds.com)

**ABOUT**  
  
carbonminds

Carbon Minds offers data, consulting and training focused on environmental sustainability for chemicals and plastics. Major multinational companies use our data and services to set or reach environmental targets.

We are a rapid growth SME with an out-sized impact in our industry. Our diverse team of scientists, business leaders and communicators are working to ensure an evidence-based sustainability transition for chemicals and plastics.