

Executive Assistant (F/M/D)

YOUR TASKS

As our Executive Assistant, you will provide administrative and organizational support in day-to-day business and for our C-Levels. You will be supporting bookkeeping activities as well as HR with recruiting activities and administration tasks. Also handling of business meetings, travel arrangements, planning and execution of company related events will be one of your tasks.

Are you experienced and passionate in planning, organization and execution of day-to-day business within a startup environment and willing to support our highly international team of experts? Then we would love to talk to you about becoming part of one of the most innovative high-tech start-ups in Berlin.

OUR REQUIREMENTS

- Central point of contact for providing operational support for C-Levels
- Providing administrative and organizational support in day-to-day business
- Supporting bookkeeping activities, procurement and auditing
- Assistance to HR with recruiting activities and general administration tasks

YOUR PROFILE

- Experience as an assistant / office manager in a start-up environment
- Resourceful, with a strong service orientation, positive can-do attitude
- Excellent time management skills and ability to multitask and prioritize work
- Strong organizational and planning skills
- Strong verbal and written communication skills in both German and English
- Good knowledge of MS Office 365
- High level of self-organization

OUR JOINT GOAL

We offer you the opportunity to work on the development of our revolutionary battery technology as part of our core team. You will receive a high degree of responsibility and freedom to take decisions in a dynamic working environment on the threshold of industrialization.

ABOUT THEION

Headquartered in Berlin, Germany, Theion GmbH is entering the mobile battery market with a unique solution for the biggest energy storage problems of the world. Theion designs and produces Crystal Batteries for applications from aerospace, portable devices, wearables, to vehicles on land, sea and in the air. By using sulfur in its crystal form, an abundantly available material, without harmful mining and at 99% lower cost than state-of-the-art cathode materials, Theion's cells are targeting to triple the energy density, extending usage time and range by factor three.

Interested? Then contact us with your complete application documents via career@theion.de

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