



The future happens here

JOB DESCRIPTION

POSITION TITLE: Office Assistant
BUSINESS UNIT: Germany
LOCATION: Munich
REPORTS TO: MD Germany

OVERVIEW:

We are a global operator committed to be at the forefront of the global energy transition. In our mission to lead the transformation of the energy market, we are currently looking for a Office Assistant to support our Germany Business Unit.

RESPONSIBILITIES:

We are looking for an Office Assistant to manage our front desk on a daily basis which includes a variety of tasks, such as:

- Administrative support in the office
- Coordination of internal processes and general secretarial tasks
- Organization of meetings, appointments, press conferences, lunches with customers and any transfers of employees or managers (booking train/airline tickets, hotels, etc.)
- Taking over internal and external correspondence
- Organization and coordination of meetings, telephone conferences and events
- Management of follow-up documents
- Support at events and trade fairs
- Tasks in fleet management
- Responsibility for training management
- Secretary also carries out administrative tasks

QUALIFICATION AND EXPERTISE:

- 3 - 4 years of relevant experience in an office environment.
- Proficient in Microsoft Office.
- Fluid German and professional English are required, basic knowledge of Spanish is a plus.

SOFT SKILLS:

- Comfortable multi-tasking and prioritizing tasks without guidance.
- Excellent interpersonal and communicational skills.
- Initiative.
- Attention to detail.

FRV is an equal-opportunity employer. At FRV we celebrate diversity and are committed to creating an inclusive environment for all employees.



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The decision to hire or discharge in this process will be based on skills and competences alignment to the role's requirements.