



Executive Assistant (M/F/D)

Located in Bissen / Luxembourg

Your responsibilities

- Providing administrative and clerical support to IEE's executives
- Ensuring effective and efficient workflows
- Managing the calendars and scheduling appointments for the Executive Committee
- Screening incoming calls and managing correspondence
- Organizing events, meetings and conferences by arranging facilities and serving as a point of contact between caterers and company
- Preparing meeting minutes, agendas, notices and presentations for corporate meetings
- Creating and maintaining databases and spreadsheets
- Making travel arrangements for the Executive Committee
- Being the backup for the reception

Your profile

- Academic degree, accredited studies as Executive Secretary or similar
- At least 5 years of relevant work experience
- Excellent administrative, organizational, communication and problem-solving skills
- Demonstrated elevated level of confidentiality
- Ability to prioritize and plan work activities, using the time efficiently
- Well-acquainted with digital tools
- Willingness to adapt to and work effectively within a variety of diverse situations
- Advanced knowledge of MS Office is required, knowledge of SAP is considered an asset
- Fluency in written and spoken English is mandatory
- German, French, Luxembourgish and/or Chinese knowledge is considered an asset

If you are interested in this role, please send your application via our [career page](#).

For further information please check our website www.iee-sensing.com.

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