

MÜNCHEN

## **Management Assistant (m/f/x)**

### **Overview**

Are you looking for exciting tasks in a design-oriented company that offers you stability and structure? Do you want to contribute your creativity and personality? Then you'll be a great fit for us!

The use of state-of-the-art technologies and with our expertise across all service phases according to HOAI and the use of state-of-the-art technologies, we create innovative and high-quality solutions. Our long-standing success and strong team spirit are based on an open culture and the knowledge and commitment of our employees.

Become part of our team as a Management Assistant (m/f/x) - we look forward to your application!

### **You can expect the following**

- Supporting the management, partner level and teams in all organizational and administrative activities
- Implementation of necessary measures for efficient deadline management
- Ensuring the flow of information between the management and the respective interfaces
- Preparation and organization of business trips including associated visa applications, including travel expense accounting
- Contact person for internal and external contacts

### **You bring along**

- Several years of sound professional experience in assistant and office management
- Experience in the architecture or construction industry is an advantage
- Quality-conscious and independent working style with fun at work and positive charisma
- Very good manners, customer orientation, team spirit and trustworthiness
- Fluent German and good English skills

### **We offer**

- Development opportunities | Support for your personal and professional development
- Language support | Subsidies for German and English courses to support your career
- Vacation | 30 days annual leave and company holiday between Christmas and New Year
- Deferred Compensation | Support for your financial security
- Coffee culture | Enjoy first-class coffee from our in-house CoffeeBar every day
- Work-life balance | Flexible, family-friendly working time models for a balanced lifestyle
- Events | Regular FriYAY evenings for socializing and joint activities
- Location | Central office in Munich (Maxvorstadt)

### **Your contact at HENN**

Daphne Matthes

T +49 (30) 283 099 256. We're eager to get to know you! Please submit your application via our recruitment portal.