

We are recruiting for our respected client in the aerospace industry for a leased employment position and if you share our passion for progress and commitment as much as we do, we look forward to receiving your significant application as:

## Assistant Events and Exhibitions (f/m)

### Job Profile

The jobholder is working as Assistant Events and Exhibitions (f/m) and is responsible for the following tasks:

Office administration in specific:

- time management
- regular reports for the teams
- team related overviews
- travel organisation
- agenda planning
- Assistant to head of four organizational units
- Team support

### Personal Skills

- The ability of a person to work in the team tasks together, to support each other as well as the
- willingness to compromise
- The ability to see things as a whole and to see connections
- Communicative person
- Open-minded

### University Education/ Vocational Training

- Vocational training in the field of assistance is required
- Management assistant for office communication
- Event Management min. Bachelor Degree

### Working Experience

- Sekretariat/Assistenz min. 1 year

### IT-Knowledge

- MS-Office (very good knowledge of detailed functions)



### Linguistic proficiency

- English (negotiable)
- German (negotiable)

### Location

- Taufkirchen

### Planned starting date:

- immediate

### Have we inspired your interest?

Then we would be pleased to receive your detailed application documents consisting of application letter with your salary expectations and earliest possible start date, CV, employment certificates, training certificates as well as the certificate of the highest school degree / university degree by e-mail to our recruiting team: [job@eadco.com](mailto:job@eadco.com). Please refer to the advertisement when applying:

- **10400590 Assistant Events and Exhibitions (f/m) Taufkirchen**



### Note on data protection:

As a personnel service provider, EADCO GmbH processes your personal data for the application procedure automatically, automatically or manually according to the specifications of the Basic Data Protection Ordinance (DSGVO) and forwards the data to potential customers in the form of an application profile. Information on the processing of personal data (contact data as well as data on career and person) including special categories of personal data in the context of an online application can be found in the data protection declaration on our website [www.eadco.com](http://www.eadco.com). By sending your application documents to this job advertisement or an unsolicited application, you declare your consent to the processing of your personal data for the implementation of an application procedure (in the case of a direct application) and/or for comparison with current job requirements (in the case of an unsolicited application). Your profile will only be forwarded to potential customers after a written declaration of consent. The revocation of this consent is possible at any time and without justification to [datenschutz@eadco.com](mailto:datenschutz@eadco.com). Your data will not be used further for applications in the event of revocation; your profile and any existing applications will then be deleted from the system in compliance with legal requirements (e.g. legal proof and retention obligations).

### Talentpool

The right job was not in our current ads yet? Please send us an unsolicited application. We are constantly expanding our talent pool of professionals and executives in areas such as engineering, mechanics, electronics, research, product development, project management, administration and information technologies.

More interesting job offers can be found here: <http://www.eadco.com/de/karriere/jobangebote/>

