

Assistant to IT VP/SVP (m/f maternity leave cover)

BONN

WORKING FOR BUYIN

Founded in 2011 by Deutsche Telekom and Orange, BuyIn delivers strategic procurement services combining more than 25 billion euros of annual spend. This leads to sustainable economies of scale and savings based on analytics and benchmarks across millions of price points in 40+ markets.

At BuyIn, Information Technology (IT) bundles global responsibility for strategic sourcing for the internal IT demand of its members as well as for the demand for their respective business customer solutions.



YOUR RESPONSIBILITIES

As member of the IT Domain's team, you are supporting the VP/SVP in all operative and strategic tasks. This includes the following duties:

- Support/ prioritize the organization of the VP/SVP agendas & meetings for the domain and IT teams
- Organize VP/SVPs' travelling and events and handle expenses management
- Operative business management & coordination
- Agenda management, briefings and proactive content preparation of meetings
- Internal and external correspondence on behalf of the VP/SVP and the prioritization of the VP/SVPs email inbox
- Creation of business presentations
- Project- and task-monitoring
- Information research and analysis

YOUR PROFILE

Required skills, knowledge and experience:

- Similar professional experience in a high demanding international environment
- Adaptable, organized and rigorous, demonstrate a high level of availability and reactivity
- Strong communication and editorial capacities
- Result driven and meet deadlines
- Master Office tools (word, excel, powerpoint, outlook and collaborative tools with sharepoint, Lync...)
- Very strict about confidentiality and information security
- Willingness to sporadic travel
- Fluent in German and English (both spoken and written)
- French language is a plus

YOUR CHANCE

In our business, we create innovative IT and telecommunications solutions. Flat hierarchies, a medium-sized company structure, simple workflows: BuyIn gives you the opportunity to actively realize your potential in an innovative and flexible working environment.

Join our team – we look forward to hearing from you **[contact details t.b.c.]!**

Special Needs candidates will be considered preferentially in case of equal qualification.