



**B-HORIZON**<sup>®</sup>  
MICROELECTRONICS



## Management and Team Assistant (m/f/d)

### Your Previous Experiences:



Completed vocational commercial training or degree in business studies or degree in a similar field of study

Work experience in management and team assistance



Strong service mentality, organizational talent & communication skills



Flexibility, efficient time management & highly structured work method



High proficiency in modern office communication tools & MS Office



Commitment, reliability & loyalty



Profound speaking & writing skills in English & German

### Your Responsibilities:



Support of the CEO & the team in daily operations & projects



Preparation & follow-up of meetings including minute-taking, creation of presentations as well as correspondence in German & English



Assumption of administrative & organizational tasks



Scheduling, schedule tracking & coordination of appointments



Correspondence with customers, suppliers & business partners



Management of travel arrangements including planning, organization & settlement

### Your Benefits:



Impact on future technologies



Individual development opportunities in a growing company



Taking responsibility of a variety of tasks



Competitive remuneration package



Experienced, dynamic, diverse, & agile team



Modern work environment with flexible working hours



Company Pension

B-Horizon is an internationally active company with business divisions for development of microelectronics and sensors. We offer IC consulting and design for the development of individual and innovative semiconductor solutions in the automotive and consumer goods industry. B-Neo, our next generation smart sensor system, can be applied in various areas, as car seats, athletic shoes, or gaming suits.

Our passion for technology and extensive experience in the development of microelectronics and sensors, as well as our wide range of services, are the foundation of our success. Thereby our customers benefit from our working style: with the agility of a start-up, combined with the professionalism of a benchmark company.

Are you interested in new professional horizons?

We are looking forward to your application by E-Mail!

**Kristina Schmidmeier**

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