

CEO Assistant

Seniority Level:	Entry level	Industry:	across departments
Employment Type:	tbd part-/full-time	Job Functions:	CEO Assistant
Starting date:	ASAP	Location:	home office tbd

About the Company

SMART connecting solutions is a dynamic and successful company in the **Renewable Energy and Construction Machinery industry**. We set ambitious goals and build on our enthusiastic staff to implement them. Therefore, we are recruiting team players for a number of highly skilled positions in commercial as well as in technical roles, both at home and/or abroad. Boost our team now.

You can expect

- High flexibility thanks to the reasonable size of our company
- Challenging work in engineering, project management, sales and customer services
- Extensive international business network
- Responsibility for colleagues and projects
- Clear, honest and direct communication
- Home office possibility

Skills we are looking for

- Highly ambitious and motivated performance
- Independent & multitasking working style
- Solution-oriented (thinking outside the box)
- Freelancer / Digital Nomads
- reliable, cool-headed, flexible, target-oriented
- (Student) Trainee or High School Apprentice
- Language skills: **EN** | **DE** | IT | FR | PL | Farsi | Arabic | VN | TR
- Reliable and communicative office skills
- Working with technical data, merchandise planning and management system control.
- Updating price lists. Creating a periodical newsletter with cross selling potential.
- Keeping a steady eye on our mailing list which needs to be updated on a weekly basis.

Contact

SMART connecting solutions
Dr. Martin Hambücker
Paul-Ehrlich-Str. 2 a
D-24537 Neumünster
+49 170 79 144 89
info@smartcs.eu