

Management Assistant (m/f/d)

Stellenbeschreibung

The Institute for Applied Sustainability is special and diverse:

We are part of the BÜCHL Group, a traditional and innovative family business.

As an affiliated institute of the Catholic University of Eichstätt-Ingolstadt and the Technical University of Ingolstadt, we are active in research and teaching.

Together with our partners from science and industry, we work on important and forward-looking topics.

Our work is practical and implementation-oriented, especially when it comes to supporting medium-sized companies on their path to sustainability.

We are looking for a dynamic, motivated and detail-oriented management assistant. With us, you will work at the interface of innovation and sustainability and support leading experts in the implementation of pioneering projects.

Qualifikationen / Anforderungen

- Completed commercial training or a degree in business, administration or a related field
- Experience in an assistant position
- Excellent organizational skills and an eye for detail
- Strong communication skills in German and English
- Ability to work both independently and as part of a team

Zuständigkeiten / Hauptaufgaben

- Supporting the management in all administrative and organizational matters
- Coordination and preparation of meetings, events and presentations
- Creating and editing documents, reports and presentations
- Communication and correspondence with internal and external stakeholders
- Monitoring and reporting of project progress

Leistungen der Anstellung

- **Meaningfulness and purpose:** Work in a company that is committed to sustainability and social responsibility

Arbeitgeber:

-

Start Anstellung:

At the earliest possible date

Dauer der Anstellung:

unlimited

Arbeitsort:

Gumpenbergstrasse 7, Ingolstadt,
Bavaria, 85057, Germany

- **Development opportunities:** Discover extensive development opportunities, including further education, training and development in relevant areas
- **Job security:** Enjoy long-term stability in a sustainable, crisis-proof industry
- **Varied subject areas:** Immerse yourself in diverse, creative and multifaceted areas of responsibility and projects at the interface between research, teaching and practice
- **Attractive corporate culture:** Experience support and appreciation in an employee-oriented culture
- **Work-life balance:** We support you in harmonizing work, family and leisure time
- **Competitive remuneration:** Receive a competitive salary and attractive overall package
- **Additional benefits:** Benefit from a company pension scheme, corporate benefits, job ticket, bicycle leasing and other attractive additional benefits
- **Modern office:** Work in a state-of-the-art office located close to the city center and enjoy a green garden for relaxing breaks
- **Network:** Discover diverse opportunities to make contacts in industry, science, authorities and other organizations and grow together

We look forward to receiving your application!