



## Executive Assistant\* to the member of the board Sales & Engineering PERI Group Group Management | Ulm, Weissenhorn

The role of the Executive Assistant to the member of the board Sales & Engineering PERI Group is an excellent opportunity to develop your career. You will gain a valuable insight into the role of Group Management and PERI's global subsidiary operations preparing you for a wide range of future positions in the business.

### Your responsibilities

- Effective support for the member of the board in fulfilling his duties
- Timely provision of contents for discussions and decisions regarding Management and Advisory Board Meetings
- Ensuring a seamless communication flow between Group Management and other parts of the company
- Acting as sparring partner to the member of the board for the development of new ideas, strategies, and processes
- Effective and efficient steering of strategic and operational projects

### Your benefits

- Challenging projects in interdisciplinary and intercultural teams
- Self-reliable working and comprehensive project responsibility
- Various opportunities for professional and personal training

### Your profile

- Master's degree in business administration or (construction related) engineering
- 2 to 3 years of job experience desirable
- Communicative, strong analytical and excellent intercultural skills
- Proven project management skills and a structured work style
- Sound knowledge of business administration
- High loyalty and motivation
- Very good command of the English language, further languages desirable

As a leading international company in the area of formwork, scaffolding and engineering, over 69 subsidiaries operate in more than 95 countries producing an annual turnover of € 1.685 bn. Worldwide 9,500 employees provide customers in the building industry with efficient solutions for rational construction.

### Apply online

**PERI GmbH**  
**Formwork Scaffolding**  
**Engineering**  
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\* We welcome applications from all genders for this position.