

Executive Assistant

General Description:

Deutsche E – Metalle AG intends to become one of the world leaders in the e-materials and e-mobility sector by developing and financing promising critical and strategic raw materials projects worldwide. In order to drive progress and maintain prosperity within the society, it is imperative to ensure a comprehensive and, if possible, climate-neutral supply of raw materials. Therefore, DEM's focus is on the sustainable raw material extraction of high-quality critical and strategic metals and minerals, which will experience a steady increase in demand and a shortage in supply.

We are looking for an Executive Assistant to perform a variety of administrative tasks and support our company's senior-level managers. Executive Assistant's responsibilities include managing calendars, making travel arrangements, investor relations and preparing expense reports. To be successful in this role, you should be well-organized, have great time management skills and be able to act without guidance. Ultimately, you will contribute to the efficiency of our business by providing personalized and timely support to executive members.

Responsibilities:

- Act as the point of contact among executives, employees, clients and other external partners
- Manage information flow in a timely and accurate manner
- Manage executives' calendars and set up meetings
- Make travel and accommodation arrangements
- Rack daily expenses and prepare weekly, monthly or quarterly reports
- Oversee the performance of other clerical staff
- Act as an office manager by keeping up with office supply inventory
- Format information for internal and external communication – memos, emails, presentations, reports

■ DEM – Deutsche E Metalle AG

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Fachvereinigung Auslandsbergbau
und internationale Rohstoffaktivitäten

Wir sind Mitglied im Fach-
verband für Auslandsbergbau
www.consulting-fab.de

- Take minutes during meetings
- Screen and direct phone calls and distribute correspondence
- Organize and maintain the office filing system

Requirements and skills:

- Work experience as an Executive Assistant, Personal Assistant or similar role
- Excellent MS Office knowledge
- Outstanding organizational and time management skills
- Familiarity with office gadgets and applications (e.g. e-calendars and copy machines)
- Excellent verbal and written communications skills
- Discretion and confidentiality
- High School degree
- PA diploma or certification is a plus

Please contact info@deumet.com. We are looking forward to your application!