



WE ARE LOOKING FOR YOU ...

Management Assistant

MANAGING DIRECTOR ASSISTANT FOR 20H/WEEK

WHO ARE WE LOOKING FOR

Are you a positive and organised individual ready for a new challenge? If so, our office in Cape Town has the perfect opportunity for you! We seek a dynamic Management Assistant eager to delve into the thrilling realms of consulting and coaching.

WHO WE ARE

We coach, advise and support companies in successfully implementing digital transformation with their managers and employees. The focus is always on people, their skills and an excellent organisational structure. We are convinced that technology serves people and not the other way around.

YOUR ROLE

- CEO Assistance and Office Organisation
- Planning & Coordination of Appointments
- Invoice and Document Management
- Cross-Location Monthly Accounting
- Interface to Externals, Customers, Team Members, and Partners
- Preparation, Accompaniment, and Follow-up of (Customer) Appointments and Business Meetings

YOUR PROFILE

- A high degree of self-organisation
- Flexibility and dynamic availability
- Professional experience as an assistant
- Communication in English and willingness to learn German
- Positivity, openness, and structured work
- Travel predominantly in Africa
- Career changers are welcome
- Bachelor's degree or equivalent advantageous

BENEFITS

- Apple equipment
- Mainly remote, in-person meetings with the CEO by arrangement
- International company

CONTACT

If you want to know more about us, check our webpage, www.partnaer.com. We are looking forward to hearing from you. Send us an email with a brief cover letter and resume to job@partnaer.com.