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## Executive Assistant

### **Executive Assistant to CEO and COO (m/f/d), full-time or part-time (at least 30hrs/week),**

**Grambach:** What do you think about a nine-to-five job? Nah, nothing for you? We think so too! PRIMUS AERO is a service provider in various fields in the aviation industry, but our focus is on private and business jets. We want to grow, not only in size but also in spirit, and this only works with the right people.

#### **About you**

- at least 2 years of experience working with a company leader
- a background in, or affinity for the aviation industry
- a degree program in business administration or aviation is a plus
- you have a very good knowledge of German and English (written and spoken)
- you like to pay attention to detail
- ideally you already have experience working with ERP systems (BMD, SAP or similar)

#### **Being an Executive Assistant at PRIMUS AERO involves**

- manage the preparations and follow-up tasks surrounding meetings and events (agendas, travel arrangements), occasionally prepare meeting rooms, and welcome visitors
- coordinate internally and externally any requests regarding administrative or organizational matters (calendars, correspondence)
- proofread and format various reports and documents for the management team

#### **Why you'll love working at PRIMUS AERO**

- flexible working hours and the option for remote work
- diverse team with family spirit
- possibility for career development due to our current growth

We offer an attractive salary based on your expertise and skills. Candidates must hold a valid work permit for Austria.

Sounds interesting to you? We would love to hear from you! Send us your CV and application to [jobs@primus.aero](mailto:jobs@primus.aero)