



## Executive Assistant (f/m/d)

**Düsseldorf - Full-time - 743999696231057**

Apply Now:

<https://jobs.smartrecruiters.com/Ubisoft2/743999696231057-executive-assistant-f-m-d?oga=true>

We are now accepting applications for a suitably experienced and motivated Executive Assistant (f/m/d) to support the Managing Director in the management and execution of administrative and strategic initiatives within the studio.

Further responsibilities include but are not limited to:

- Ensuring proactive diary and effective management of all correspondence
- Planning and coordination of all travel arrangements/requirements
- Preparation and coordination of regular board meetings, monthly calls and Direct Report meetings including effective follow-up
  
- Proven track record in a similar role
- Excellent written and verbal communication skills in German and English
- Highly developed interpersonal and relationship building skills
- Strong organisational skills
- Advanced working knowledge of Microsoft Office
- Excellent attention to detail and accuracy
- Proven professional and efficient approach
- Ability to work appropriately with confidential and sensitive information

### Your Benefits

- Relocation Support: We offer financial support in form of a cash allowance and assistance with accommodation search and settle-in support via our relocation partner, for international candidates we offer visa assistance.
- 26 days paid vacation per year. Additionally, you will get half a day off on Christmas Eve and New Year's Eve and approximately 11 bank holidays in the NRW region.
- Flexible Working Hours: We have core working times between 10:00 AM – 04:00 PM and the distribution of the other hours is up to you.

- Company Pension Scheme. We offer an attractive scheme through salary sacrificing in which the employer also matches contributions
- Up to 350€ childcare support per child per month. In addition, we also offer 5 'care for ill children days' per child per year.
- Discounted Games. We regularly order Ubisoft Games for super cheap prices for our employees.
- Gym Subsidy. We contribute 50% (up to a maximum amount of 25€) towards the monthly cost of a gym membership of your choice.
- Lunch & Breakfast Service. Enjoy fresh discounted meals each day.
- Monthly Mobility Budget. 80€ per month that can be used on bicycle lease, parking spot rental or public transportation ticket.
- Our Ubisoft Blue Byte Academy offers multiple opportunities for you to discover your full potential and develop yourself in various areas.
- English and German classes for free. Main language in the studio is English.
- Free fresh Fruit, Coffee, Tea and Water. Enjoy fresh fruit and beverages in our office.

### Information for Applicants

Applications must include your CV and a cover letter detailing your earliest starting date, relevant experience, motivation and salary expectations.

We are looking forward to hearing from you!