



Executive Assistant and Office Manager, Germany – ACS International

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ACS International is currently seeking an Executive Assistant based in Dusseldorf, Germany.

This position will serve as an executive assistant and manage the office of the Managing Director, International Business. The role coordinates with functions across the global organization with highly confidential information. In addition, responsibilities require discretion, judgment, and exposure to sensitive issues and situations.

Accountabilities:

- Provides administrative support to management by compiling reports, project coordination (organizing, budgeting and scheduling), preparing agendas, and assembling background information to support tasking. Assembles and proofreads documents, spreadsheets, and presentations.
- Coordinates meetings, travel arrangements, and messages.
- Sorts, files, and cross-references classified or indexed records in a systematic, digital filing system. Controls filing inventory and tracks records that have been distributed for use. Prepares reports and written documentation.
- Greets visitors and employees and maintains a visitor's log.
- Works under general supervision. Work is reviewed as needed.
- Work is conducted predominantly in the English language.
- Resolves complex problems. Follows policies, practices, and procedures. Seeks guidance on unusual problems.

Requirements:

- College degree or equivalent
- Minimum of 5-7 years' experience working in a technical- or science-related company and in a multi-cultural environment; demonstrates fundamental knowledge of concepts, practices, and procedures
- Demonstrates advanced skills with computer applications
- Excellent oral and written communication skills
- Complete fluency in German and English, and preferably a Latin-based language (Spanish preferred)
- Experience working with customers
- Strong communication, networking and interpersonal skills
- The role is suited to a confident and organized administrative professional who has worked in a similar role for an international company

To apply for a position, please submit your cover letter and CV to careers@acs-i.org.