

Schuppar Consulting is a multi-award winning and fast-growing management consulting and training firm. We develop worldwide revenue enhancement programs for our globally positioned clients. We are excited to be hiring for the position of Executive Assistant CEO Marketing and Sales!

With us, you can fully contribute your ambition and creative inspiration and actively shape growth. As a member of our family, you will benefit from our mentoring program that will assist you in your personal development. During this role, you will be expected to cover the duties and responsibilities of the following areas: Executive Assistant, Administration, Marketing, and Sales.

What you can expect:

- Supporting the daily business of a internationally active consulting & training company working closely for the CEO and with the Partners of the company.
- Serving globally successful clients including S&P 500 and DAX30 companies that achieve their growth and profitability targets with us as their Experts for Sales, Pricing and Negotiation.
- Exciting mission: New digital services, clients, and projects are always being nurtured and developed in a fast-changing and competitive environment.
- Meaningful role: You will take over responsibility in the ongoing administration of various sectors of the company, including important internal and external business functions.
- Sustainable development: We will continuously develop your skills through our in-house mentoring program flanked by the participation in external trainings. At frequent intervals, we will work with you to define and implement your suitable development plan.
- On-site and remote work: You will enjoy working in the office with the team. You can also work from home-office a few times per week after the onboarding period is finished.

Responsibilities:

Marketing & Sales:

- Coordination of appointments with leads and clients
- Coordination and support of social media postings (LinkedIn, Youtube, Instagram, Facebook) and E-Mail outbound activities
- Reach out to contact person in existing & potential client companies and agree on meetings
- CRM system management and administration
- Continuously improve marketing strategies and plans, as well as sales funnels
- Identify marketing trends and areas for innovation
- Lead the organization of customer, team events
- Foster and maintain robust relationships with local and national media representatives to ensure continuous and positive media coverage
- Ensure high levels of customer satisfaction through excellent sales service

CEO Assistant & Administration:

- You will be the personal assistant to the CEO and founder of the company
- Preparing meetings and presentations, as well as coordinating online events
- Preparation of monthly invoices to be sent to the company accountant
- Organization and coordination of the day-to-day business including appointment management, travel bookings, and the overall schedule of the CEO
- Office management (e.g. procurement of supplies, managing software licenses)
- Draft correspondence such as emails and letter
- Screen incoming phone calls, inquiries, visitors, and correspondence, and route accordingly
- Maintaining comprehensive and accurate records

Requirements:

- Completion of a degree or course related to the scope of work (Administration, Hotel Management, Customer Service, Business Management, Marketing/Sales Assistant, etc.)
- Excellent German and English communication skills
- Efficient computer literacy
- Strong organizational and time-management skills
- Previous experience within an executive assistant role is an advantage
- Previous experience within a marketing/sales role is an advantage

Why join us:

- Attractive compensation plus participation in growth success
- Pleasant working atmosphere, familiar company culture with excellent team spirit
- Frequent company events
- High-quality training opportunities, mentoring and excellent career opportunities

If you would like to learn more, please contact us: +49 211 - 83 68 05 01.

We are curious about you and look forward to receiving your application documents, including your earliest possible starting date.