

There are many reasons why DAN kitchens are so popular in Austria. DAN has played a key role in shaping the development of the kitchen from a mere workspace to a modern, technically sophisticated centre of life. Austria's number 1 also focuses on trends in the development of innovative kitchen ideas and designs.

DANKÜCHEN

DIE NR.1 IN ÖSTERREICH



Due to our great success, we are looking for an
EXECUTIVE ASSISTANT (M/F/D)
for our headquarters in Linz, directly reporting
to our Chief Sales Officer.

YOUR TASKS

- Ensuring smooth processes in the management area of DAN Küchen and the central contact point for internal and external communication for our management.
- Take responsibility for special projects within DAN Küchen and across departments; support management in monitoring and controlling a variety of projects.
- Support the development of the strategic roadmap, corporate and business strategies.
- Carrying out group-wide reporting in close coordination with the finance department.
- Preparation of reports and decision-making bases as well as presentations.

YOUR QUALIFICATIONS

- Bachelor's degree in business administration, advanced degree preferred.
- Experience in a global corporate environment and used to working independently.
- Excellent English and German language skills.
- Strong interpersonal skills and the ability to adapt to and connect with varied audiences.
- Analytical and structured thinking and the ability to deal with high complexity.
- Excellent communication skills, especially as a cross-functional connector
- An open mind, flexibility, curiosity as well as integrity and reliability.

With this position we offer you an excellent opportunity to work in an inspiring environment at DAN Küchen in Linz and to experience an international environment within the Ballingslöv International Group. The mid-term goals for the position holder is the development into an important member of the local management team. Compensation for this role is competitive and will commensurate with experience and qualifications.

Please send your application documents to Monika Pleschinger, who is supporting us in our search as an external personnel consultant. She will contact you and discuss everything else with you.

Welcome to DAN Küchen!

MP Personalmanagement
z. H. Mag. Monika Pleschinger
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