



Paper- and Packaging Solutions



POLO Handels AG is a leading sales and marketing partner for first-class paper and cardboard manufacturers and internationally renowned producers of packaging machines for the food and liquid food industry.

With a combination of more than 30 years' experience in the packaging business, a continuous service-engagement towards our customers and an international network in central and eastern Europe, we occupy a leading position in several markets.

For our Headquarters in Vienna we are looking for an ambitious:

Assistant to the Board of Directors

(male / female)

Your responsibilities

- Create meeting(s) timelines, prepare and distribute meeting notification, correspondence, agenda and materials, as well as subsequent updates or changes
- Create and maintain board minutes, books and archive materials
- Establish excellent working relationship with the Chairman and Members of the Board of Directors, Executive Director and Staff organization, and members/leaders in verbal, written, and electronic correspondence
- Create mailings, presentations, reports and other materials for the board members
- Schedule appointments and maintain travel calendars
- Prepare and edit correspondence
- Make travel arrangements , and visa tracking for the Board Members
- Monitor board budget
- Works closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures

Your profile includes

- Fluent English and German (Intermediate or professional level)
- Strong interpersonal, organizational and team-building skills
- Ability to multitask, prioritize and meet deadlines
- Exceptional command of Microsoft Word, PowerPoint, Excel, Outlook, and the Internet
- Proactive approach to problem-solving
- Prior experience working with a CEO and Board of Directors

What we offer

- A long-term engagement
- A dynamic and challenging job
- A recognized performance
- An attractive package of remunerations
- All necessities to perform this job

If you are interested in this position, please send a cover letter and a comprehensive CV in English to the attention of our HR Department: applications-hr@polo-ag.com

