

Business Assistant with German

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Company: QIAGEN Wrocław

Location: Wrocław

Category: other-general

Business Assistant with German

Miejsce pracy: Wrocław

Your responsibilities

You are part of a global team which is located in Wrocław and you will be proactively plan and undertake activities in the field of organizational and administrative support of the current work of people who manage areas and managers

You report work effects and changes in processes for designated persons managing areas in QIAGEN

You initiate and supervise document circulation as well as internal and external correspondence and edit letters for a dedicated manager and/ or area

You support an independent data collection, preparation of reports and summaries for defined business leaders

You are responsible for the preparation of presentations and materials for business meetings as well as the coordination of the calendar and making appointments

You support in the organization of business trips and the accounting of travel expenses as well as the preparation and supervision over visits of business guests and the organization of corporate events and occasional meetings

You are responsible for maintaining a positive internal and external company image by

maintaining positive relationships with clients, employees of other company departments and business partners

Our requirements

You hold a University degree in Business Management or similar with 1 to 2 years of experience within international area and direct cooperation with senior management

English and German language skills proficiency, both oral and written

You have a proven bottom line responsibility and dedication to customer/client satisfaction

You already have some experience in Project Management

You are known for your excellent verbal and written communication skills in English and an advanced level in MS Excel and Word; experience with data warehouse information and MS Access would be a plus

What we offer

At the heart of QIAGEN are our people who drive our success. We act with passion, always challenging the status quo to drive innovation and continuous improvement. We inspire with our leadership and make an impact with our actions. We create a collaborative, safe and engaging workplace which forms the basis for high performing individuals and teams. We drive accountability and entrepreneurial decision-making and want you to excel your growth and shape the future of QIAGEN.

We offer:

- Possibility to develop in an international company
- Training and development programs
- Private medical care
- Group Life Insurance
- Multisport card
- Flexible benefits platform
- Language classes
- Pension Scheme (PPE) after 12 months
- Childcare subsidy

- Happy Monday :)
- Friendly atmosphere
- Casual dress code
- Attractive location (Sky Tower)

Please make sure to send an English version of your CV!

QIAGEN is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, or disability.

Benefits

private medical care

sharing the costs of foreign language classes

sharing the costs of professional training & courses

life insurance

integration events

retirement pension plan

no dress code

coffee / tea

drinks

extra social benefits

employee referral program

charity initiatives

QIAGEN Wrocław

At the heart of QIAGEN's business is a vision to make improvements in life possible.

We are on an exciting mission to make a real difference in science and healthcare. We are still the entrepreneurial company we started out as and have today achieved a size

where we can bring our full power to many initiatives and to our presence across the globe.

Our most valuable asset are our employees – more than 5000 in over 35 locations around the world. Our ambition is to ensure we have outstanding and passionate people working in the best teams and we are constantly looking for new talent to join us.

There are few players who have shaped the world of modern science and healthcare as much as QIAGEN, and we have only just started.

If you are looking to advance your career, are seeking new challenges and opportunities, enjoy working in dynamic and international, diverse teams and want to make a real impact on people's lives, then QIAGEN is where you need to be.

Join us. At QIAGEN, you make a difference every da

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