

## The Leader of the Pack.

As the inventor of the modern tower crane, WOLFFKRAN sets milestones in crane technology. A WOLFF is the logistics center of the construction site, created for economic and intelligent building.

An exciting opportunity has arisen. For our WOLFFKRAN company in New York we are looking for an

## ADMINISTRATIVE ASSISTANT

### Your Challenge

WOLFFKRAN is a dynamic and expanding company. In the last two years our team has almost doubled, and we are continuing to expand our leading position in crane technology with the international market. To do so we require qualified reinforcement. To support the US business the Administrative Assistant will be responsible for the general administration of our office in Brooklyn, NY.

### Your Main Tasks

- Overseeing general office operation and provide day-to-day support to the office
- Greeting visitors, answering a high-volume of incoming phone calls and delivering world-class service to our customers
- Coordinating appointments and meetings and managing staff calendars and schedules
- Assist in the coordination of domestic and international travel, including flight, hotel, and car rental reservations
- Purchasing office supplies and equipment and maintaining proper stock levels
- Producing reports, composing correspondence, and drafting new contracts & agreements
- Creating presentations and other management-level reports
- Assistance/liaison with Human Resources related projects (assist in management of Payroll & Benefits, Workman's Compensation, Recruiting)
- Support Marketing activities in the USA and other markets as needed (Giveaways, Event Planning, Periodic Newsletter, Social Media etc.)
- Support Finance & Accounting activities (Invoicing, Accounts Receivable & Accounts Payable, Expense Reports, Taxes)
- File Management
- Executive administrative support to company leadership

### Your Profile

- A bachelor degree or equivalent is preferred
- Prior experience in office administration. You will also need to be proficient in Microsoft Office applications such as Word and Excel
- Five years of experience in office administration
- Marketing, Human Resources, IT and Finance / Accounting experience a plus
- Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Excellent interpersonal skills and the ability to build relationships easily and with authenticity
- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- Fluent in English; bilingual (English and German) a plus

### Your Future Perspective within the WOLFF-Team

We offer an extraordinary challenging career opportunity with

- a competitive salary, retirement savings plan and
- a comprehensive benefits package that includes medical, dental, life insurance, disability, and vision.

### Your next Step

If you're ready to be challenged, we look forward to hearing from you. Please send your application with your resume, a brief introduction of your experiences and details on your salary expectations and availability to our Vice President Operations, Mr. Christer Bradley, [c.bradley@wolffkran.com](mailto:c.bradley@wolffkran.com).

For first questions feel free to contact Mr. Christer Bradley, P (+1) 718-418-9650.

WOLFFKRAN is an internationally active European manufacturer, lessor and service provider of tower cranes. Technical expertise, close customer proximity and absolute reliability are our day-to-day business. Tower cranes for economy in construction – that is our specialty and our passion. With one-stop production, sales and rentals, WOLFFKRAN is able to guarantee top performance throughout the entire process chain. The result is a cranesational service for economy in construction. Worldwide.