

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. To strengthen our team at our **corporate headquarters in Baar, Switzerland**, we are looking for a

TEAM ASSISTANT (80 - 100%)

This demanding role requires exceptional organisational skills, commercial experience and a strong work ethic.

Your Challenge

WOLFFKRAN is a dynamic and expanding company. In the last three years our team has almost doubled, and we are continuing to expand our leading position in crane technology in Europe. In your new position your tasks will range from classic personal assistance work to complex projects. You are also welcome to take care of the reception as a holiday substitute for our receptionist and welcome our guests warmly. Above all, you will make sure that office functions smoothly.

Your Main Tasks

You organise and coordinate the team secretariat independently and provide day-to-day support:

- Ensuring smooth cooperation and the flow of information between all stakeholders and all departments concerned
- Creating presentations, statistics, policies and instructions, composing correspondence, and drafting new contracts or agreements in German and English. Follow-up of those documents
- Coordinate, monitor and prepare appointments of the managing director
- Organising meetings, events and conferences, keeping minutes
- Deadline monitoring
- Organising & coordinating all travel, manage and reconcile travel expenditure
- Processing invoices
- Willingness and interest to take over the payroll accounting if necessary
- Assisting with, coordination and management of projects and assumption of special orders

Your Profile

- At least three years of professional experience in a similar role in the field of secretarial work, office administration and/or assistance (English-speaking) or work experience in English-speaking foreign countries
- German and English business fluent in spoken and written (at least level C1, native English speakers preferred)
- Strong organisational skills that reflect ability to perform and prioritize multiple tasks
- Excellent interpersonal and communication skills
- Reliability, absolute confidentiality
- Flexible, with a 'hands-on' mentality, able to keep calm working under pressure
- Besides a high degree of proficiency in Microsoft Word, Excel, Outlook, PowerPoint and with modern meeting technology, knowledge of SAP/R3 and Abacus is an advantage.
- Driving licence category B

Your Future Perspective within the WOLFF-Team

We offer an extraordinary challenging career opportunity with a competitive salary.

Your next Step - ready to be challenged?

If you are a self-motivated individual with excellent organisational skills and relevant experience, who enjoys working in a fast paced and varied role we look forward to hearing from you. Please send your application with your resume, an introduction of your experiences and details on your salary expectations and availability to Mrs. Probst, at k.probst@wolffkran.com. Due to the christmas holidays your applications will not be answered until the new year.

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.