

Assistant to Office Manager Headquarters Stuttgart (m/f/d)

THI Investments Holding GmbH is a multi-generation, single-family office that manages assets of a wealthy family with total assets under management of about € 1,8bn. Our investment is comprised of capital market, real estate, private equity, and venture capital portfolios. The THI team would like to strengthen itself with an assistant as soon as possible. The successful candidate will support the Office Manager and the entire team administratively in our head office in Stuttgart.

This unique opportunity to become part of a top-class team in an entrepreneurial environment within an influential investment house with long term perspective is looking for broadly qualified and skilled administrative professionals.

Responsibilities:

- Serving as first team communication touchpoint for outside stakeholders, partners, and visitors
- Visitor reception and hospitality / responsibility for our internal meeting rooms
- General administrative tasks:
 - Coordination of schedules and appointments
 - Handling of incoming and outgoing mails as well as business correspondence
 - Coordination and cooperation with service providers
 - Purchase of office stationery / acceptance of deliveries and processing of returns
 - Travel organization and bookings (flight, train, hotel, rental car, visa, etc.), including credit card clearing
 - Master data maintenance of CRM (company relationship management) data
 - Storage and digitization of documents
 - Other administrative activities in support of day-to-day operations
 - Enjoying managing administrative team-related tasks
 - Cooperation with the other (pool) assistants in Stuttgart and London, support during holidays and sick leave
- Operational support of the Office Manager and vacation replacement

The ideal candidate will be/have:

- Capable of performing efficiently in a fast-paced environment
- Ability to process new tasks quickly and effectively
- Ability to prioritise and multi-task
- A team player with the ability to work independently
- Excellent computer skills including Outlook, Teams, Word, Excel, PowerPoint, etc. (we work with Office 365) and willingness to learn other technology programs as appropriate
- Attention to detail and excellent time management skills
- A professional and effective communicator across all levels of seniority
- Native German and fluent English language skills required
- At least two years of professional experience in a similar administrative position

We offer:

- An entrepreneurial environment which allows pursuing own ideas as well as initiatives and enables significant potential for personal development
- Flat hierarchies that provide insights into the entire company and allow to work closely with the top management
- A fascinating and family-type atmosphere with an office located in the heart of Stuttgart

- A competitive salary that rewards performance

Your application:

If you are interested in a full-time position at THI, please direct your application documents (CV, cover letter, and references) indicating also your salary expectations via email to

THI Holdings GmbH, Eberhardstraße 65, 70173 Stuttgart, Germany

Claudia Rath

Email: c.rath@thi-investments.com

Fon: +49 (711) 49050 500

www.thi-investments.com