



EXECUTIVE ASSISTANT

DTCP is Deutsche Telekom's investment management group with over \$1 billion assets under management and advisory, and a portfolio of over 70 companies. The group is dedicated to providing venture capital, special situation investments, and advisory services to the technology, media and telecommunication sectors. It operates and invests in the US, Israel and Europe. We are looking for an Executive Assistant (m/f) at our headquarters in Hamburg.

Tasks:

DTCP's Executive Assistant team manages the administration of our office and supports the executives and our team to efficiently structure and carry out their work.

Specifically, you will be responsible for the following tasks:

- Organization and preparation of business meetings and corporate events
- Schedule management
- Travel booking and expenses
- Office management
- Support of executives e.g. with research and creation of documents

Profile:

You completed an apprenticeship in a relevant field and preferentially collected first experiences in an assistant role. Furthermore, you have the following skills and qualifications:

- German and English business fluent (written and spoken)
- Organisational talent and able to keep a cool head under time pressure
- Professional use of the Microsoft Office-suite
- Team working skills and flexibility
- Strong work ethics, commitment and capacity to work autonomously

Additional desirable experience:

- Experience in a finance-oriented or consulting firm

Contact:

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