

"It is important to me to drive innovative technologies which **make our world safer**.  
That's why I am with Diehl."

# MAKE IT WORK



## Executive secretary (m/f/d) and office administrator (m/f/d) for our office in Egypt

### These are your tasks:

- Providing high-level administrative support to the executive team at our office in Egypt, including calendar management, travel arrangements, event organization and meeting coordination.
- Assisting with and independently manage project tasks (e. g. development of Marketing measures) as well as preparing and editing correspondence, reports, presentations, and other documents.
- Organizing, maintaining and managing a digital filing system with several off-site users, as well as entering data into the SAP System and drawing reports as requested.
- Researching data, facts, and references that are helpful in executive decision-making and supporting with the operational management tasks of the company.
- Acting as a liaison between internal and external stakeholders, customers, and business partners.

### Who we are looking for:

- Proven experience as an Executive Assistant or similar role combined with excellent organizational and time management skills as well as a strong attention to detail and the ability to identify priorities.
- Discretion and professionalism at the highest level.
- Experience in project coordination or project management is a plus.
- Outstanding communication skills in English and Arabic as well as proficiency in Microsoft Office Suite and solid knowledge of technical office equipment.
- Willingness to travel and the ability to work in a multicultural and international environment.

**Work location:** Egypt

**Job Level:** Professional

**Working time:** Full time

**Employment contract:** permanent

**Division:** Diehl Defence

**Start:** immediately

### These are your potential benefits



Professional and personal development



Family-owned company



Internal training programs

# Achieve what matters, with Diehl.



Diehl Defence GmbH & Co. KG  
Denise Schnetzler

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