

"It is important to me that we can
shape our future in a sustainable way.
That is why I am with Diehl."

MAKE IT WORK GREENER



Personal Assistant (Debrecen)

These are your tasks:

- Supporting the work of the CEO, organizing the daily schedule and business trips
- Coordinating management meetings, preparing meeting minutes, reports and presentations
- Implementation of smaller projects and analyses, including final presentations and recommendations
- Providing translation and interpretation support, especially in cooperation with Hungarian authorities
- Maintaining continuous communication within the Diehl Aviation sites to ensure effective collaboration and proper information flow

Who we are looking for:

- Fluent English language skills, both written and spoken (German knowledge is an advantage)
- At least 2–3 years of work experience in an administrative or assistant position
- Excellent organizational and communication skills, with a high level of discretion, reliability and flexibility
- Valid Category B driving license with active driving experience and willingness to travel
- Confident user of Microsoft Office tools

Work location: Debrecen

Job Level: Professional

Working time: Full time

Employment contract: permanent

Division: Diehl Aviation

Start: as soon as possible

Achieve what matters, with Diehl.



Diehl Aviation Hungary
Engineering and Service Center

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DIEHL
Aviation