

"I particularly enjoy the **variety**. Things stay exciting and one has many opportunities to continue growing."

MAKE IT WORK

EFFICIENT



Assistant to the Vice President of Sales

These are your tasks:

- You support the VP of Sales to ensure that company goals and objectives are accomplished. To that end you coordinate and prioritize calendars, meetings, and workflows.
- You manage travel arrangements for senior executives end-to-end, ensuring seamless and efficient itineraries.
- You prepare, refine, and structure documents, presentations, databases, reports, and executive communications.
- You support with office management as needed and act as a trusted link between executives and employees, ensuring clarity, confidentiality, and smooth information flow.
- You plan and organize workshops, events, and meetings, both onsite and offsite, with a high degree of professionalism.

Who we are looking for:

- You have at least 4 years of experience supporting upper management in a fast-paced environment.
- You have excellent written and verbal communication skills, paired with strong interpersonal awareness.
- You are highly organized, reliable, and able to manage multiple priorities with calm and precision.
- You are a confident user of Microsoft Office, especially Outlook, Excel, Word, and PowerPoint and have an aptitude for learning new softwares and systems.
- You are a proactive, adaptable team player with a strong sense of responsibility and discretion.

Work location: Lisle, IL

Job Level: Professional

Working mode: On-site

Working time: Full time

Employment contract: permanent

Division: Diehl Metering

Start: As Soon As Possible

As an established company, we aim to achieve solid and lasting growth. You will enter into a diverse corporate world, which gives you the room to develop your own ideas and solutions, of which both you and we are proud. We offer an excellent benefit package, flexible working hours, tools for professional and personal development and the opportunity to be part of a growing subsidiary within an international company. Diehl Metering is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. The expected base salary for this role ranges from \$58,000 to \$63,000 annually. Final compensation will be based on experience, qualifications, and other job-related factors in accordance with applicable laws. This range reflects the anticipated pay for this position at the current time.

These are your potential benefits



Professional and personal development



Onboarding program



Family-owned company



Extra vacation days



Company mobile and laptop

Achieve what matters, with Diehl.



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