



At Sandvik Machining Solutions we're now looking for an enthusiastic and experienced personality to join us as

Executive Assistant (m/f/d)

To the President of our Powder Solutions division
Full or part time from 30h/week

You are interested in business processes and are self-driven with experience as administrative assistant. We are looking for a structured personality that supports us with enthusiasm.

A FEW WORDS ABOUT OUR DIVISION

The Powder Solutions division is a world-leading provider of tungsten products used in the manufacturing of high-tech tools and metal powder for manufacturing technologies such as Metal Injection Molding and 3D printing. We serve a wide customer base spanning industries including automotive, aerospace, energy, infrastructure, electronics, and mining. With unique expertise and extensive experience, coupled with a strong focus on sustainability, we're well-equipped to further strengthen our current position and foster the growth of our business.

YOUR MISSION AND RESPONSIBILITIES:

In this position you will support our President of Powder Solutions and CEO to Wolfram Bergbau und Hütten AG by providing high level administrative tasks and selective project support for our site in St. Martin i.S. as well as for the Powder Solutions division.

YOUR JOB

- You independently manage administrative tasks associated with the CEO of Wolfram
- You prepare meetings, take minutes, and follow up on tasks (at different sites, mainly in Austria)
- The preparation of presentations and reports are supported by you – focusing on design and content, including gathering information and conducting internet research
- Planning and coordination of meetings with international participants is part of your job
- You ensure compliance with internal processes and minimize processing times
- You support the Management Team with travel management
- You take responsibility for specific projects (from planning and coordination to monitoring)

YOUR BACKGROUND AND PROFILE

You are interested in business processes, have a self-driven, active personality and enjoy handling administrative tasks.

- Business-relevant education and experience as an administrative assistant, ideally supporting high profile leaders in an international company
- Open and pro-active mindset as well as strong communication abilities
- Good organizational skills and high degree of integrity and discretion
- Excellent English and German language skills, both in written and spoken
- Strong competence in MS Office, especially in Word, Excel and PowerPoint and passion for working with digital tools
- Interest in working very independently and assuming ownership for assigned tasks

The location for this position is preferably at our headquarters at WOLFRAM in St. Martin / Austria Based on the collective bargaining agreement we offer you an annual gross salary starting from EUR 60.000 for fulltime. Your actual salary will be market competitive and takes individual qualification and experience into account.

HOW TO APPLY

Please send us your application through the Sandvik application system (www.home.sandvik/en/careers) as soon as possible and no later than June 15th, 2024. Job ID: R0067318. Please note that we don't accept applications by e-mail. For further information please contact Christina Kortschak-Heußerer, +43 3465 7077 561.



YOUR PERSONALITY TRULY MAKES THE DIFFERENCE!

- You are driven by a passion for handling complex organizational and administrative tasks
- You enjoy working proactively with the ability of thinking ahead
- You feel comfortable working alongside executive leaders and communicating with internal and external stakeholders