

Executive Assistant

KHS is a subsidiary of Salzgitter AG. As one of the world's leading manufacturers of filling and packaging systems for beverages and liquid food we are a world-class player. Our customers have trusted in our passionate pioneering spirit and first-class technologies for over 150 years. However, we can only remain world class if we continue to find new employees who make just as high demands of themselves and the quality of their work as our customers make of us at KHS. Are you one of them?

Location: Waukesha | Wisconsin | USA

Your Tasks

- Deliver clear, polished executive-level communication across all channels; serve as a primary liaison between C-level leadership, board members, employees, and external partners.
- Manage sensitive information and strategic decisions impacting global operations with absolute confidentiality, sound judgment, and professionalism.
- Draft, research, and prepare reports, board materials, presentations/decks (PowerPoint), agendas, and executive correspondence for internal and external announcements.
- Conserve executives' time by conducting research and analyzing information in advance; assist with special projects, including occasional personal or family administrative needs as required.

Your Qualifications

- Maintain, align, and optimize complex, fast-changing daily schedules and priorities for multiple executives, primarily focusing on the CFO and COO.
- Plan, coordinate, and execute both on-site and off-site meetings, ensuring seamless agenda preparation, venue setup, and logistical execution.
- Attend and coordinate internal and external meetings as needed, taking accurate notes, managing action items, and following up on key deliverables.
- Arrange comprehensive travel itineraries and accommodations for executives; prepare and submit accurate expense reports in a timely manner.

Benefits

- Welcome executive guests and visitors upon arrival at KHS, maintaining a professional and warm environment; manage guest setup and direct inquiries appropriately.
- Handle scheduling, coordination, and persistent follow-up with external vendors, contractors, and service providers.
- Oversee daily administrative office duties, including incoming/outgoing mail distribution, screening telephone calls, and routing non-routine inquiries to the appropriate staff.
- Maintain and refine internal administrative processes to expedite workflows and support organizational goals companywide.

In order to ensure our success in the future, too, we need first-class employees – and we also have plenty to offer them.

Kontakt:

KHS USA Inc.

Human Resources

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Job-ID 5865

