



Do you enjoy bringing structure and order into your daily work, and maintaining an overview at all times? In brief, are you a radiant organisational talent? In that case, we have the right job for you:

Assistant (m/f) for the Executive Board (full-time, Graz)

legero united is a continuously growing international company with its headquarters in Graz. We design, produce and market shoes of the brands Legero, Superfit, Think! and VIOS. Our many awards verify that legero united is outstanding in fashion & design as well as in matters of sustainability and fairness. In the meantime, our team at legero united comprises of around 880 people from over 40 countries at two locations in Austria and in our production locations in Europe and the Far East.

Your main tasks:

- Organisational support of the Executive Board
- Planning, organisation and post-processing of meetings and appointments incl. minute-taking
- Creation of presentations and documents (key figures, analyses, statistics)

Your profile:

- Successfully completed economic training (e.g. HAK, Bachelor or similar)
- 2-3 years of experience in a comparable position
- Excellent communication skills in German and English
- Discretion is for you a matter of course
- You rise to challenges, search for solutions and are prepared to go the “extra mile”
- Flexible & assertive
- Consistent & willing to learn
- Analytical and structured working style

Your benefits:

- With us, you can live out your organisational talent and gain extensive insight into the company's organisation.
- Further training and development possibilities coordinated to your personal requirements.
- With legero united as a sponsor of important cultural institutions, you will be right up close to culturevents.
- Uncomplicated interactions in a creative environment and a pleasant working climate.
- Respect and appreciation are self-evident, and this also applies to the selection of employees. We are constantly searching for the best candidates for our company – irrespective of age, gender, origin etc.
- The collective agreement for the shoe industry (Application group III) stipulates a monthly gross salary from € 1,757.00 for this position. The actual salary will be orientated according to your qualifications and experience.

Can you envisage yourself as our new Management Assistant for the Executive Board? We look forward to your application at apply@legero-united.com.

Do you wish to discover more about legero united? Visit us at <http://www.legero-united.com>.

