



For our headquarter in Krailling near Munich, we are looking for you as:

## Executive Assistant\_ m/w/d

You have the expertise and want to become a long-term part of our dynamic environment?

Then we look forward to receiving your meaningful application, including your earliest possible start date and salary expectations, preferably by email.

As the market leader in laser micro material processing, the Photonics Systems Group is your gateway to an exciting future. We develop precise laser solutions for the photovoltaics, electronics and semiconductor industries. A great opportunity for your career development: Accelerate your path as a manager or specialist of the future! Work closely with the management, learn and network quickly within the company.

### Your Tasks: Project Management Office

- Coordinative responsibility for topics such as scheduling and resource planning as well as compliance with project governance
- Ensuring centralized information transparency as an interface between the project and line organization
- Creation, responsibility and tracking of overall project plans and deadlines
- Creation of project KPIs and presentation of these in presentations for the project and management
- Coordination and moderation of the lessons learnt process
- Supporting the project teams by moderating workshops

### Strategie, Transformation & Analyse

- Sparring partner of the management in the development of the strategic direction of the company and the transformation of the organization
- Prioritization of management topics and their implementation using a systematic approach
- Identification of forward-looking trends through precise market observation and analysis

### Consultancy, support & coordination

- Creating management presentations with a common thread and a good storyline
- Independent preparation and follow-up of management meetings, etc., taking minutes

### Your Profile:

- Completed technical or university degree in a technical or economic science program, in each case with an affinity for economic or technological topics
- First professional experience, also as a working student, in the manufacturing industry, in a management consultancy or in project management
- Strong communication skills, enjoy dealing with people and a sense of responsibility
- Analytical and conceptual thinking paired with a hands-on mentality as well as the ability to think in an interdisciplinary way from strategy to implementation and to prepare messages in a way that is appropriate for the target group
- Enthusiastic team player with an independent way of working and a confident demeanor
- Very good written and spoken German and English skills
- Confident handling of common MS Office applications, experience with project management tools, MS Dynamics NAV, Power BI, etc. is an advantage.



#### Your Benefits:

- Modern work equipment including electrically height-adjustable desks for all employees
- Flexible working hours that take family, friends & changing life circumstances into account
- Possibility of mobile working (1 – 2 days per week)
- 30 days holiday, plus special leave on certain occasions
- Team events and company celebrations (summer party, visit to the Oktoberfest, Christmas party, etc.)
- Childcare allowance, petrol voucher and free e-charging stations, employee discounts
- Free parking spaces
- And of course free water, coffee and fruit

We not only offer you a workplace, but also a place for passionate development and personal growth. With us, you can expect exciting challenges, a friendly working environment and almost limitless opportunities for further development. Welcome to our dedicated, global team!

**We're growing and seeking many new energetic employees!**

We would like to get to know you and look forward to receiving your meaningful application, including your earliest possible start date and salary expectations, via email: [karriere@ps-group.net](mailto:karriere@ps-group.net).

DREAM  
BIG.