



Executive Assistant, Fraunhofer Liaison Office Brazil, São Paulo

The Fraunhofer-Gesellschaft (www.fraunhofer.de), based in Germany, is the world's leading applied research organization. By prioritizing key technologies for the future and commercializing its research findings in industry, it plays a major role in the innovation process. Around 30,800 employees, predominantly scientists and engineers, work with an annual research budget of roughly 3.0 billion euros, 2.6 billion euros of which is designated as contract research. We are addressing needs-based and problem-oriented research issues at 76 institutes across Germany as well as at selected international locations. Our research findings help develop solutions to societal challenges in many different fields, including climate change, healthcare and environmental protection. International collaboration with excellent research partners and companies across the globe ensures that the Fraunhofer-Gesellschaft remains in direct contact with the most prominent scientific communities and economic areas.

Within the Fraunhofer community, Fraunhofer representative offices in Japan, India, China, South Korea and Brazil establish, maintain and expand research networks in their respective region or country. The activities of these representative offices focus on marketing and business development as well as on monitoring the science and innovation landscape in the target countries.

We are looking for **a candidate** to join the Fraunhofer Liaison Office in São Paulo, Brazil, of **Executive Assistant**. The Fraunhofer Liaison Office Brazil works closely with Fraunhofer headquarters and the Fraunhofer institutes in Germany, providing advice and support for Fraunhofer's activities in Brazil. As an Executive Assistant, you are responsible for the internal processes and procedures of an internationally active applied research institution. We attach great importance to promoting individual strengths. You will find the ideal environment to develop your skills if you value independent work and flat hierarchies.

Your tasks

- Management of Office, ensuring the smooth running of the office
- Support the Head of Office in appointment management and follow-ups, delegation visits, travel, and schedules.
- Organizing and invoicing business trips
- Conducting internal and external correspondence, creating documents and presentations in English
- General maintenance of finance documentation and administrative work (e.g., maintaining stocks and Inventory list, updating of marketing materials, IT hardware) of the office
- Tracking due dates for Bill payments (Telephone, Electricity & Maintenance, etc.)
- Supporting and organizing network events, workshops, webinars, delegation trips or meetings, and following up
- Providing support for reporting (e.g., quarterly/ reports, presentations)
- Any other support

Qualification requirements

- 3+ years of business experience in planning and organizing
- Fluent in English or German – both written and spoken
- Good communication skills and attention to detail, proactive, strong service orientation, autonomous
- Flexible approach to roles and responsibilities
- Must be good at judgment and problem-solving.
- Knowledge of Word, Excel, MS Teams, socialMedia experience
- Excellent organizational skills, independent and results-oriented working style
- Knowledge of MS Office, especially Word, PowerPoint, and Excel, along with MS Teams; familiarity with Mailingwork and OneDrive; experience with CRM tools is a plus.

What you can expect

- Challenging and varied tasks with room for independent work
- Flexible working hours, excellent work-life balance,
- Good medical care plan
- Development of experiences in international cooperation and multicultural skills
- Contact with cutting-edge technological innovations

The applicant must be legally eligible to work in Brazil. The Fraunhofer-Gesellschaft will take no action to obtain a work permit and/or temporary residence permit in Brazil for the applicant. We will offer the selected candidate a local employment contract based on Brazilian labor law. Start date: as soon as possible.

The selected candidate will be hired on a local employment contract with the German-Brazilian Chamber of Commerce in São Paulo. We offer flexible working hours and commute and lunch subsidies.

We look forward to receiving your online application. Please send your application package (cover letter, CV, and employment references if applicable) in electronic form to Manuel.Steidle@fraunhofer.org.br / info@fraunhofer.org.br

The application deadline is January 20, 2025.
Only shortlisted applicants will be contacted.

If you have any questions regarding this position, please contact:
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For further information on the Fraunhofer-Gesellschaft, please consult our website:
<https://www.fraunhofer.de>
<https://brazil.fraunhofer.com>