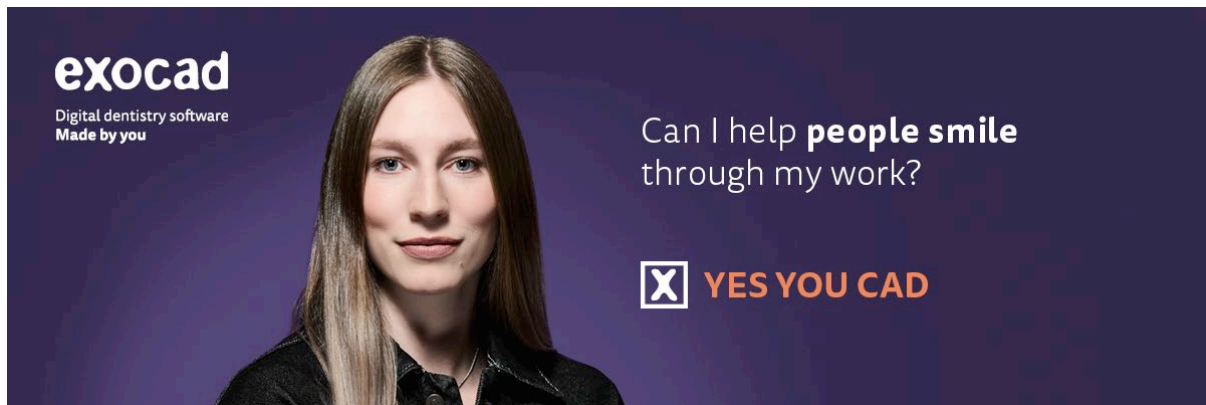


exocad is a leading dental software company, continuously pushing the boundaries at the forefront of digital dentistry. Founded in 2010 as a spin-off of the world-famous Fraunhofer Institute for Computer Graphics Research and now part of [Align Technology](#), we develop CAD software solutions for the dental industry. Labs and clinics in more than 150 countries rely on our software portfolio to design and create both functional and esthetic dental restorations. Find out more about us and our products at [exocad.com](#).



For our headquarter office in Darmstadt, we are looking for you as a reliable and dedicated

Executive Assistant to the CEO (m/f/d) * / hybrid

to support and ensure that the day-to-day business runs smoothly. In this versatile and challenging key position, you will act as a point of contact between managers, employees, customers, and external partners, to enable the leadership to perform effectively and efficiently.

Your tasks

- Calendar management and organization of internal and external appointments, preparation and following up on meetings and requests
- Handling incoming communications, prioritizing messages, and responding to inquiries on behalf of management
- Booking of travel and accommodation requirements, issuing expense reports
- Collaboration with other departments to facilitate cross-functional communication and alignment with board initiatives.
- Coordination of workshops and internal events
- Maintaining a comprehensive and up-to-date repository of board-related documents
- Confident and discreet communication with contacts at various levels across and outside the company
- Steering of individual projects on need basis

- Contribute to the creation of a motivating and modern corporate culture together with HR and the management team

Your profile

- Bachelor's degree in business administration, management or a related field is preferred
- Proven experience of 3-5 years in a similar position
- Excellent organizational skills with a keen eye for detail and the ability to prioritize multiple tasks effectively
- Flexibility to adapt to changing priorities and to work under tight deadlines
- Demonstrated ability to work independently, exercise good judgment, and take initiative when needed.
- Exceptional verbal and written communication skills, including the ability to draft professional correspondence and meeting minutes
- Strong interpersonal skills with the ability to interact confidently and professionally with senior executives and board members
- Very good knowledge of English and German, both written and spoken (C1 level), additional languages would be a plus
- Proficiency in using Microsoft Office Suite
- Discretion and ability to handle sensitive and confidential information with utmost integrity.
- Strong interpersonal skills, empathic, able to connect with people at all levels of the organization and build effective relationships with key stakeholders

Our offer

- Exciting and varied tasks in an international, dynamic and growing software company
- A positive working atmosphere that promotes both individual freedom and responsibility
- Modern offices with latest IT-equipment
- 30 days vacation
- Free barista coffee, drinks, fruit and snacks
- Subsidized employee restaurant with fresh and healthy food
- JobTicket, JobRad, discount membership in premium fitness club located inhouse
- Discounts through Corporate Benefits

Sounds like a good fit?

Please use our [online form](#) for your application:

For questions please contact us:

exocad GmbH
Human Resources
Christian Agne
Rosa-Parks-Str. 2
D-64295 Darmstadt

E-Mail: recruiting@exocad.com

Web: www.exocad.com

* exocad GmbH is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. We also respect your privacy.