

You want to build value that lasts?

We are looking for an inspiring colleague, a good team player with analytical skills, a passion for complex problems and a strong will to achieve.

Executive Assistant (m/f) (full-time engagement)

What you will be doing

- Personal support for CUDOS' leadership in all administrative and organizational matters
- Preparation of presentations and reports
- Preparation of data and documents regarding strategic decisions in our portfolio companies in German and English
- Support transaction management: coordinate external advisors (lawyer, tax advisory, notary) and coordinate their contribution
- Administrate and edit confidential documents
- Manage meetings and arrange itineraries, manage correspondence, travel expense reporting, invoice verification, telephone and postal service
- Act as a competent contact for our partners, investors and portfolio companies
- Manage external communication such as newsletter, website, etc.

What we expect from you

- Academic Background in Business or Legal Law with fluent conversational proficiency in German and English
- 3-5 years professional experience as assistant or equivalent position
- Very structured and organized way of working with strong analytical and communication skills
- Strong team player with loyal and open character, reliable and discrete
- Business proficiency in MS Powerpoint, Excel and Word

Who we are

CUDOS is an entrepreneurial private equity fund based in Vienna and aimed at direct investments in small- and medium-sized companies in Austria, Southern-Germany, Switzerland and selected central eastern European countries. We target hidden champions, strongly focus on operational value creation and want to build value that lasts.

Contact

Please send your application including a letter of motivation, your CV, university diploma and relevant certificates of prior engagements to office@cudos-group.com

Based on your individual experience and expertise, CUDOS will offer a competitive compensation package for this position. However, due to legal requirements, we point out that the minimum salary for this position is EUR 2.500 gross/month.