



## **Assistant to CEO (f/m)**

COBI.bike has an exciting opportunity for a dynamic, motivated, thoughtful and highly organized individual to support the CEO in the administration of all daily activities.

The ideal candidate thrives in a fast-paced work environment, can manage shifting priorities, be exceptionally well-organized, able to efficiently multi-task & prioritize, and take the initiative. He/she will be very hard-working, highly resourceful, detail-oriented, with a professional appearance and excellent interpersonal, phone and email etiquette. We are looking for someone with a very positive attitude.

What connects us is a passion for cycling, digital technology, and great design as well as the desire to try out new things and always question the status quo. We want to make a difference and put ourselves at the forefront of a new movement.

COBI.bike has established a brand new market segment, of which we are the leader. Our partners value this and want to take advantage of this. All of our marketing activities are aimed at making COBI.bike touchable and tangible. We scrutinize every action to ensure that it delivers the COBI.bike experience – whether by trying it out, listening to experiences from others or from a trusted partner. The user, rather than technology, is our key priority. Recently acquired by Bosch eBike Systems, our technical know-how will be combined with Bosch's global market share. For us, this is undoubtedly a significant step into the future.

The ideal candidate will have a great passion for COBI.bike and execute all activities with respect to the COBI.bike brand strategy. The position is located in Frankfurt/Main Germany.

### **Responsibilities**

- Provide administrative support to the CEO including managing a busy calendar, scheduling and prioritizing appointments, and making travel arrangements for international and domestic travel
- Phone coverage – answer, screen and roll calls as appropriate
- Generate and track expense reports
- Special research projects
- Provide administrative support to wider executive team on occasion
- Meeting setup and coordination, including board meeting
- Meet & greet clients

### **About you**

- 3+ years relevant work experience providing administrative support in a dynamic, high-energy environment
- Bachelor's degree or equivalent required
- Outstanding planning, organizational, time management skills required; must be able to manage multiple tasks and meet deadlines
- Strong collaborative skills are necessary
- Excellent written and verbal communication skills

- Demonstrated flexibility, information sharing, and anticipating needs is essential
- Must have competency in working with new technologies and systems
- Remarkable ability to interact professionally with all levels of personnel and management required
- Must be able to maintain confidentiality
- Must be detail oriented
- Must be a team player

Interested? Please find out more about us on [www.cobi.bike](http://www.cobi.bike) and get in touch with Jana Wardag (jobs@cobi.bike).