



## Management Assistant (m/f/d)



Markneukirchen

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## JOIN OUR TEAM AND HELP SHAPE THE FUTURE!

Catgut GmbH – Peters Surgical Germany is a medium-sized company with headquarters in Markneukirchen and part of the Peters Surgical Group. As a manufacturer of surgical sutures, our company has a decades-long tradition and thus a great deal of experience in the manufacture of medical products. In addition to a wide range of absorbable and non-absorbable sutures, Catgut GmbH supplies an extensive range of specialty products for the medical sector.

### THESE TASKS AWAIT YOU:

1.
  - Processing of administrative tasks as an assistant to the management in the sense of office management as well as cross-departmental administrative tasks
  - Reception, hospitality and support of business partners and guests
  - Planning and organization of appointments, trips and trade fairs
  - Planning, organization and implementation of events
  - Handling telephone and written correspondence with customers and partners, managers and employees
  - Design of presentation documents and decision templates
  - Ordering office supplies and office equipment
  - mail processing (print/digital)

### THIS IS WHAT SETS YOU APART:

- completed vocational training in the commercial sector
- relevant professional experience as an assistant to the management is advantageous; lateral entry possible
- problem-solving, independent, reliable, flexible, structured and self-responsible way of working
- Organizational skills, willingness to learn, affinity for languages, openness to change, extraordinary commitment, confident and friendly demeanor as well as a high degree of discretion, integrity and loyalty
- very good language skills in German and English
- solid MS Office knowledge (Outlook, Excel, Word, Powerpoint)

### WHAT WE OFFER:

We offer you interesting and challenging tasks with personal and professional development, a motivated team in an international environment, modern and well-equipped workplaces with digitalized work processes, comprehensive and individual training, a varied daily work routine with personal responsibility, compatibility of family and work, flexible working hours, flat hierarchies and short decision-making processes as well as various benefits (e.g. team events, free provision of tea and coffee, health and annual bonus, 30 days annual leave).

## **INTEREST?**

Impress us with your complete application including the earliest possible start date to:

Catgut GmbH

Human Resources Department

Gewerbepark 18

08258 Markneukirchen

E-mail: [bewerbung@peters-surgical.com](mailto:bewerbung@peters-surgical.com)