



Team Assistant (m/f)

Job Description:

We are currently looking for a highly motivated Team Assistant (m/f), who should get hired from January 2017. Your main responsibilities include:

- Coordination and update of the COO meeting calendar
- Administration, preparation and follow-up of meetings including meeting minutes for the COO
- Organization and accounting of business trips for the COO and the Novaled team
- Responsibility for visitor handling
- Registration and distribution of daily incoming and outgoing mails
- Answering incoming phone calls by central dial-up-number
- Support in general administrative tasks (e.g. preparation of presentations, organization of events)

Your Profile:

- Successfully finished commercial apprenticeship or university degree
- First work experience as assistant or in a comparable position
- Structured working style and confident in handling several task at the same time
- Strong customer and service orientation
- Very good communication skills, especially in English (verbal and written)
- Ability to work in a team
- Very good MS Office skills

We offer you:

- An exciting position in an international environment
- Work in a highly motivated, committed and open-minded team
- Various learning and development opportunities
- Active shaping of a successful technology company

Contact:

Ms. Doreen Boeltzig, Human Resources
 Phone: + 49 (0) 351-796 5260
 E-Mail: [ed.com">hrm.dd@novaled.com](mailto:hrm.dd@noval<span style=)
 Website: [ed.com/careers/job_offers/">http://www.novaled.com/careers/job_offers/](http://www.noval<span style=)



Novaled is a leading provider of proprietary organic materials and complementary innovative technologies for superior OLEDs in display and lighting and for high performance OSC. In the field of organic electronics, Novaled's expertise is unique in combining physics, chemistry and engineering support. In addition to its headquarters in Dresden, Novaled has offices in Asia. Since end of 2013 Novaled's majority owner is Samsung. [ed.com">www.novaled.com](http://www.noval<span style=)