



Steel for the Cutting Tool Industry

Executive Assistant to the CEO (P/T)

BESTAR LLC is part of the BESTAR Steel Group, a global steel service center headquartered in Remscheid, Germany with approximately 80 employees globally. Our customers are manufacturers of industrial saw blades, knives, and tools for various applications.

BESTAR LLC, responsible for sales in North and South America, is located in Atlanta on Northridge Road, near GA-400 Exit 6. We are a multicultural, multilingual, and highly motivated team.

We have an immediate opening for an

Executive Assistant to the CEO (P/T, German-speaking)

(25 - 30 hours per week, Monday - Friday, between hours of 8 am - 5 pm)

Please find details on the following page.

Should you be interested in this opening, please email your resume to jobs.us@BESTAR-STEEL.com. Only qualified candidates who are eligible to work in the U.S. for any employer will be considered. Applicants who do not speak German will not be considered.

BESTAR LLC

Company	BESTAR LLC
Position	Executive Assistant to the Global CEO

Responsibilities include, but are not limited to:	<p>Support the CEO with the following tasks:</p> <ul style="list-style-type: none"> - Coordinating all travel arrangements - Managing calendar and appointments - Writing and editing of emails and letters, preparing communications - Meeting organization - Event organization and management (in Germany and the U.S.) - Trade show organization worldwide - Project coordination - Report preparation and analyzation - Office management - Coordinating insurance and maintenance for company vehicles - Managing social media accounts - Updating corporate website content as needed
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Qualifications:	<ul style="list-style-type: none"> - Fluent German language skills - Bachelor’s Degree or similar preferred but not required - 2-4 years of relevant work experience - Excellent verbal and written communication skills - Strong attention to detail - Ability to multi-task, plan, organize and prioritize work - Outstanding organizational and time management skills - High degree of confidentiality - Solid computer skills with proficiency in Microsoft Office applications including Word, Excel, Outlook, and PowerPoint - Willingness to learn and contribute to the team
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Benefits:	Occasional travel to Germany, 401K participation, health insurance (depending on weekly hours worked)
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