

# Organisational wizard? Apply now!

We are an 'innovative employer with a great team'. At least, that's what current and former employees say about us on review portals. We would just add that we are a hidden champion. A family business with its roots in the Eifel region, we distribute worldwide and provide our customers with innovative solutions that sustainably improve animal welfare. Our multinational team of experts works from our headquarters in Niederzissen as well as various locations around the world. Together, we are committed to making animal nutrition healthier, more successful and more sustainable. To keep our strong brand shining and to be available for our customers on all channels, we are searching for an

## Are you interested?

Submit your application, including your availability and salary expectations, directly online or by sending an email to:  
[jobs@dr-eckel.de](mailto:jobs@dr-eckel.de).

Dr. Eckel Animal Nutrition GmbH & Co. KG  
Im Stiefelfeld 10  
56651 Niederzissen

Please address any questions you may have about this vacancy to:

**Lisa Schäfer**  
Human Resources

Phone: +49 2636 / 9749-58  
[jobs@dr-eckel.de](mailto:jobs@dr-eckel.de)  
[www.dr-eckel.de](http://www.dr-eckel.de)

## Executive Assistance (m/f/d)

### You enjoy:

- > assisting and covering for senior management in day-to-day business operations and for strategic issues
- > planning and organising internal and external meetings, events and business trips, including travel expense accounting
- > taking responsibility for organising the office and contributing to the conception and preparation of presentation documents
- > liaising with external service providers
- > undertaking special tasks related to daily activities

### You have:

- > professional certification in commerce, a degree in economics or a comparable qualification
- > many years of professional experience in a comparable position
- > enthusiasm and commitment, a high level of social competence, excellent communication and organisational skills, as well as a responsible and structured manner
- > absolute discretion and confidentiality
- > proficiency in German and English, both written and spoken
- > experience in MS Office applications

### You can expect:

- > a varied working day and lots of flexibility in a secure industry
- > remuneration based on performance and a beautiful workplace in the countryside
- > a flat organisational structure in a value-driven family business that has been named 'Top Arbeitgeber im Mittelstand' (Top 'Mittelstand' Employer) by FOCUS magazine
- > the best team in the world