

Executive Assistant to BA Head UX - REF6559A

Your tasks

- Support the **BA UX Head** in day-to-day execution by managing priorities, focus topics, and decision items to ensure clear structure and smooth operations.
- Prepare and drive **leadership meetings**, including agenda planning, content coordination, and ensuring clear follow-ups for CMTs, strategy meetings, and workshops.
- Enable **effective decision-making** by anticipating topics, structuring discussions, and documenting decisions and action items to keep initiatives moving forward.
- Track **execution and commitments** across BA UX by following up on actions, milestones, and dependencies, proactively identifying risks and delays.
- Plan, coordinate, and organize **internal and external meetings and events**.
- Provide organizational and content-related preparation for **national and international business travel**.

Your profile

- Academic degree in economics or similar qualification
- First professional experience (e.g., internship, working student, or junior role) in project coordination and executive support
- Strong organizational skills with the ability to manage multiple tasks, priorities, and follow-ups in a structured way.
- Initial experience supporting meetings and workshops, including agenda preparation, note-taking, and tracking action items.
- Ability to structure information, summarize discussions, and document decisions and next steps clearly and reliably.
- Willingness and capability to proactively follow up on tasks, milestones, and open topics to support smooth execution.
- Good coordination skills for internal meetings and small events; experience with external stakeholders is a plus.
- Basic experience supporting business travel preparation, such as agenda coordination, documentation, and content readiness.
- Comfortable working with senior stakeholders, with a professional, reliable, and discreet working style.
- Good German language skills
- Strong written and verbal communication skills in English (additional languages are a plus).
- High attention to detail, eagerness to learn, and a proactive, hands-on mindset.

Applications from severely handicapped people are welcome.

Our offer



Job ID
REF6559A

Field of work
Administration and Assistance

Location
Babenhausen

Leadership level
Leading Self

Contact
Linda Göttlicher

Legal Entity
AUMOVIO Germany GmbH

Ready to take your career to the next level? The future of mobility isn't just anyone's job. Make it yours! **Join AUMOVIO. Own What's Next.**

About us

Since its spin-off in September 2025 AUMOVIO continues the business of the former Continental group sector Automotive as an independent company. The technology and electronics company offers a wide-ranging portfolio that makes mobility safe, exciting, connected, and autonomous. This includes sensor solutions, displays, braking and comfort systems as well as comprehensive expertise in software, architecture platforms, and assistance systems for software-defined vehicles. In the fiscal year 2024 the business areas, which now belong to AUMOVIO, generated sales of 19.6 billion Euro. The company is headquartered in Frankfurt, Germany and has about 87.000 employees in more than 100 locations worldwide.