

Executive Assistant to CEO Korea | AUMOVIO Korea

Your tasks

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Core Executive Support

- **Strategic Calendar & Time Management:** Strategically manage CEO's calendar, prioritizing engagements in alignment with the key business objectives.
- **Meeting Management:** Manage end-to-end process of key leadership meetings including agenda creation, material preparation, and action item tracking.
- **Travel & Expense Management:** Manage all domestic and international travel logistics and expense reports in accordance with the travel policy to ensure efficient and productive business trip of the CEO.
- **On-Site & Travel Support:** Provide on-site support during business trips and key events, managing real-time logistics and resolving issues to ensure that the CEO can focus on his/her objectives.

Strategic Partnership & Project Leadership

- **Strategic Briefing:** Consolidate and synthesize data from the leadership team to prepare and brief the CEO on critical decision points.
- **Special Projects:** Lead high-priority, confidential projects for the CEO, ensuring efficient execution from start to finish.
- **Executive Communications:** Manage communications for the CEO's office, including drafting correspondence and preparing high-quality presentations for internal and external stakeholders.

Your profile

- Bachelor's degree in Business Administration, Social Sciences, Natural Science or Engineering or related fields
- Organizational and time-management skills, with a proactive mindset and meticulous attention to detail
- High integrity, professionalism, and discretion in handling highly confidential information
- Polished communication and interpersonal skills in both English and Korean, with the ability to engage effectively with stakeholders
- Strong desire to learn and develop quickly within the organization by accompanying the top management team in critical decisions and direction

Our offer



Job ID
REF7017X

Location
Seongnam-si

Leadership level
Leading Self

Legal Entity
AUMOVIO Korea Ltd.

- **Application Introductions**

- Firstly, Please kindly submit your Resume as an Application Form.
- Application Form Download Link
: <https://c.smartrecruiters.com/sr-company-attachments-prod-aws-dc5/681b2d3485c3bb61ebb8f208/c19cac46-75c8-43ee-8229-9cc45bcd3a5a?r=s3-eu-central-1>
- Secondly, please kindly submit your one-page Self-Introduction in PowerPoint (PPT) format.

- **Additional Information**

- Application of this position will be valid until hiring completion.
- Notification of application results will be provided upon completion of the recruitment process.

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 86.000 employees in more than 100 locations worldwide.