

Management Assistant (m/f/d)

At Motherson, we're committed to creating long-term jobs and advancing global careers. Featured on TIME's World's Best Companies list, we are a diversified global design, engineering, manufacturing, assembly and logistics specialist, delivering full-system solutions to customers across industries. With a focus on innovation, quality and sustainability, we strive to be a trusted industrialisation partner and an employer that nurtures a diverse, inclusive workplace.

Our global and regional headquarters act as key hubs connecting teams, businesses, and markets worldwide, supporting Motherson's global operations and growth. These centres enable collaboration, facilitate informed decision-making, and provide the foundation for our diverse businesses. Join us to work in a dynamic global environment where your contribution plays a meaningful role in Motherson's continued growth.

Your tasks.

Executive Support:

- Coordinate internal and external meetings, workshops, and leadership reviews.
- Prepare agendas, presentations, reports, and executive correspondence.
- Organize and follow up on action items, ensuring timely execution and closure.
- Handle confidential information with the highest level of discretion and professionalism.
- Act as a key point of contact for internal and external stakeholders.

Coordination of Functional Areas:

- Support governance and reporting activities across the area of responsibility from the Senior Executive.
- Prepare management reports, dashboards, and decision-making documents.
- Coordinate cross-functional projects and track progress against milestones.
- Support budget planning, forecasting, and administrative processes.

What we are looking for.

We are seeking a highly organized, proactive, and professional Management Assistant to support a senior executive responsible for the functions of Construction Management, Local HR, Business Support Services (Guesthouse, Reception, Facility Management, Fleet Management) and Business Travel.

This is a key role at the heart of the organization, requiring excellent coordination skills, strong business acumen, confidentiality, and the ability to manage multiple stakeholders across different functions and countries. The successful candidate will act as a trusted partner, ensuring smooth day-to-day operations while contributing to strategic initiatives and organizational effectiveness.

What we offer.

The team is growing at the same time our Group grows. Therefore there are many opportunities for you to grow with us!

Communication & Stakeholder Management:

- Facilitate communication between senior leadership, business functions, and external partners.
- Draft professional communications and presentations for leadership meetings.
- Coordinate management visits, audits, and executive events.
- Ensure alignment and follow-up on strategic initiatives and organizational priorities.

You will work in a flexible working environment within a multinational team and in contact with all management levels of Motherson.

We show our commitment to our people via the following values:

- **Interest for each other**: We act with empathy and care about each other and about our counterparts.
- **Togetherness**: We work together collaboratively and selflessly.
- **Trust**: **:** It is a given from Day 1, but if you mistreat someone, you can lose it. Therefore we say what we mean, keep our promises and treat others with respect.
- **Respect**: We respect and value people of all backgrounds. Respect is a common ground we work with each other.
- **Enthusiasm**: We are curious, ambitious, passionate, humble and life-long eagerly learners.

Your profile.

- Bachelor's degree in Business Administration, Management, Human Resources, or a related field.
- Several years of experience as an Executive Assistant, Personal Assistant, or Management Assistant supporting senior leadership.
- Experience working in an international and multicultural environment.
- Outstanding organizational and prioritization skills.
- Excellent communication skills in English; German and Spanish is a strong advantage.
- Ability to manage multiple tasks and deadlines in a dynamic environment.
- Strong interpersonal skills and professional demeanor.
- High level of integrity, discretion, and confidentiality.
- Advanced proficiency in Microsoft Office (Outlook, PowerPoint, Excel, Teams, Word).
- Strong analytical and problem-solving skills.
- Self-motivated, proactive, and detail-oriented.

How to apply.

Have we raised your interest? Then apply for the job with your complete application documents directly on this page.

Should you have any further questions, please feel free to contact us by phone at the following number: +49 (0) 6181 – 36972150.

We look forward to getting to know you soon!

Apply now