



**Position Title:** Personal Assistant to the CEO (m/f/d)

**Location:** Germany (with travel across European and North America subsidiaries)

**Reports to:** Chief Executive Officer

**Company:** PUERTO FANTASÍA GROUP

### **About the Role:**

As Personal Assistant to the CEO, you will be the trusted right hand of our group's Chief Executive. This role requires absolute discretion, organizational excellence, and the ability to coordinate across international teams and time zones. You will be involved in strategic calendar management, sensitive communications, and executive-level travel and meeting coordination. This is a highly dynamic and trusted role at the heart of a visionary organization.

### **Key Responsibilities:**

- Manage the CEO's calendar, appointments, and travel plans with foresight and flexibility
- Coordinate internal and external meetings, briefings, and presentations
- Prepare documentation, summaries, and correspondence on behalf of the CEO
- Serve as liaison between the CEO and internal departments, partners, and stakeholders
- Support follow-up on action items, deadlines, and confidential projects
- Maintain oversight of inbox, scheduling priorities, and international contacts
- Accompany the CEO to key meetings or events as needed

### **Requirements:**

- At least 3-5 years of experience in an executive assistant, office management, or PA role
- Excellent communication skills in English and German; Spanish is a strong plus
- High degree of integrity, professionalism, and organizational skill
- Strong digital literacy (MS Office, cloud calendars, file management, online collaboration tools)



- Proactive, discreet, and adaptable under pressure
- Understanding of corporate structures, international etiquette, and executive environments

**What We Offer:**

- A close and trusted collaboration with the executive leadership of a global company
- A key role with insight into strategic and operational leadership
- Competitive compensation and high autonomy
- A modern and purpose-driven working environment

**Apply Now**

Submit your application through our online portal:

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