

## Think ahead. Go there.

### Where is your career path leading?

Softproviding is the leading global provider of SAP consulting and industry solutions for the protein industry. These include the standard software products SAP Meat and Fish Management by msg and SAP Dairy Management by msg – end-to-end industry solutions that provide optimum support for the specific planning, controlling and accounting processes of the food industry. Join us in tapping into this fast-growing international market and participate in the success of these promising solutions.

Softproviding is a subsidiary of msg, an independent group of companies with more than 9,000 employees around the globe. msg provides a comprehensive range of inspired strategic consulting services and intelligent, sustainable and value-adding IT solutions.

In order to bring our customers even more into focus, we will start with a newly founded branch based in the Osnabrück/Bielefeld area as of 01.04.2023. If you would like to be part of our successful journey, we look forward to receiving your documents.

# Assistant to the Management (m/f/d)

### What are your responsibilities?

- You provide comprehensive support for the management and executive board
- You create presentations and draft decisions and prepare meetings
- You create agendas and minutes for conferences and workshops
- You organize internal and external meetings
- You organize and book business trips (domestic and international) and subsequently carry out the travel expense reporting
- You are the contact person for the administration of the group for time recording (project as well as working hours)
- Additional general secretarial tasks round off your position

### What are your skills?

- Completed commercial training or comparable qualification, ideally with professional experience in the field of assistance or office management
- Very good knowledge of MS Office programs
- Knowledge of English is an advantage
- Friendly appearance with a pronounced service orientation
- Team player with distinctive communication skills
- Above-average resilience and flexibility
- Organizational talent with a high willingness to take the initiative
- High reliability, diligence, conscientiousness and accuracy characterize you.

### Here we go!

Commencement by agreement. Thank you for your complete application documents - letter of motivation, CV, references, photo, desired salary – to [jobs@softproviding.com](mailto:jobs@softproviding.com).

**Florian Amstutz,**  
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