

Innovative new captive bank. Exciting. Opportunities. Join us!



Executive Assistant (M/F)

Hyundai Capital Europe is the first non-European financial service corporation obtaining a full European bank license from ECB since 2008. The newly established Hyundai Capital Bank Europe, with its headquarter located in Frankfurt/Main, is the European subsidiary of the South Korean Hyundai Capital Services Inc. in Seoul. With more than 10.000 employees worldwide, the corporation is the market leader in the field of financing and leasing of Hyundai and Kia vehicles.

We are now focusing on setting up the new automotive bank in Germany for the brands of Hyundai and Kia. For this reason, we are looking for highly motivated employees who are willing to take on this challenge and enthusiastically further develop the already created.

You have the unique chance to implement your ideas into our rapidly growing business, a truly international company with an exceptional corporate culture. This means an amazing work environment in the heart of the German bank center. Exciting, Opportunities – Join us!

YOUR RESPONSIBILITIES:

- > Performing secretarial tasks for executive management (screening calls, managing calendars, making travel arrangements incl. preparation of expense reports, meeting and event management, receiving, sending, sorting and distributing posts, filing)
- > Support management in being the first point of contact for internal and external contacts re organizational topics
- > Preparing and formatting information for internal and external documents (writing letters, memos; creating presentations, writing reports, editing, proofreading; interpreting and translating German into English and/or Korean or the other way around)
- > Project work: Team member and/or support of Corporate Culture projects (e.g. General support for planning and organizing corporate events, assistance in creating culture sharing reports, newsletter and working instruction)
- > General administrative duties: ordering office supplies, assisting administrative matters of expatriates when necessary, printing and distributing pictures of new employees, etc.
- > Develop an efficient and effective work environment with multi-/intercultural sensitivity

- > Office Management according to business cards, office supplies, mobile phones, company insurances and other
- > Event Management: Organization of corporate events (off-site etc.)

YOUR PROFILE:

- > University degree, vocational education or equivalent qualification
- > Minimum of 2+ years professional experience in an executive assistant position, preferably in a financial institution
- > Very good German (verbally and in writing) as well as fluent in English, Korean is also appreciated
- > Integrity, flexibility, resilience and the ability to work independently
- > Proactive, positive and detail-oriented personality, very good communication skills
- > Ability to work well with all levels of internal management and staff as well as outside clients
- > Very strong computer and internet research skills
- > Project coordination experience
- > Ability and enthusiasm to work in a fast-paced, international environment
- > Intercultural sensitivity

OUR OFFER:

- > Flexible working hours
- > Performance based compensation
- > Pleasant working atmosphere in an international team
- > Modern workplace in the heart of the banking metropolis Frankfurt am Main
- > Ideal traffic connection

INTERESTED?

We look forward to receiving your application to recruiting@hyundaicapital.eu. Please also indicate your notice period and salary expectation.

T +49 (0) 69 920 383 000 | E recruiting@hyundaicapital.eu
Friedrich-Ebert-Anlage 35-37 | 60327 Frankfurt am Main

