



# DB Engineering & Consulting USA Inc.

## Executive Assistant to CEO and CFO

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Job-ID: EC01862  
Position: Assistant to CEO and CFO

DB Engineering & Consulting USA Inc. is a part of the DB group, a world leading global railway company with an extensive organization in Germany and projects around the world. Our company offers technically sophisticated and customized infrastructure, mobility and transport solutions. With our sustainable concepts, gained from our experience in project work for decades, we ensure the future success of economic regions, make important contributions to the protection of the environment and help shape the world of the future. We represent 180 years of rail experience and our infrastructure projects connect continents. We set the standard for transportation and modern mobility.

### Your tasks

- Completing a broad variety of administrative tasks for the CEO & CFO including: managing calendar appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging travel plans, itineraries, and agendas; and compiling documents for travel-related meetings
- Planning, coordinating and ensuring the CEO's and CFO's schedule is followed and respected. Providing "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's and CFO's time and office.
- Communicating directly, and on behalf of the CEO and CFO, with internal and external stakeholders and successfully handling marketing initiatives and/or events
- Researching, prioritizing, and following up on incoming issues and concerns addressed to the CEO and CFO. Determining appropriate course of action, referral, or response.
- Providing a bridge for smooth communication between the CEO's and CFO's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Working closely and effectively with the CEO and CFO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
- Successfully completing critical aspects of deliverables with a hands-on approach, including drafting personal correspondence, and other tasks that facilitate the CEO's and CFO's ability to effectively lead the company.
- Prioritizing conflicting needs; handling matters expeditiously, proactively, and following-through on projects to successful completion, often with deadline pressures.

### Your Profile

- Strong work tenure: five to 10 years of experience supporting C-Level Executives, preferably in a fast-paced environment
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with internal and external stakeholders
- Expert level written and verbal communication skills



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- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- Experience and interest in internal and external communications, marketing and event organization
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.

**In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.**

## **Start date**

As soon as possible

## **Location**

Irvine, California

In case you match the profile and are interested in a complex task within the transport sector, we are looking forward to receiving your application through our website [https://www.db-engineering-consulting.de/db-ec-en/career\\_and\\_training/online\\_application.html](https://www.db-engineering-consulting.de/db-ec-en/career_and_training/online_application.html)

Please state the reference number, your earliest possible availability as well as your salary expectations.

Please note that your application will be saved and used in electronic form as a part of the application process for this position.

Thank you for considering DB Engineering & Consulting as prospective employer!