



DB Engineering & Consulting GmbH

Personal Assistant (f/m/d)

Job-ID: **EC01893**
Region: Birmingham, UK

DB Engineering & Consulting is a part of the **DB group**, a world leading global railway company with an extensive organisation in Germany and projects around the world. Our company offers technically sophisticated and customised 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.

Our new branch in **Birmingham, UK**, seeks a motivated and experienced **Personal Assistant**. The position reports directly to the Regional Director UK and offers exciting challenges with the potential for career growth.

Your tasks:

- Providing confidential secretarial and administrative support to the Regional Director UK and other members of the UK leadership team
- Support to the team; supporting directors or managers in delivering departmental goals
- Recording of proceedings and meetings, progress follow-up and miscellaneous administrative work
- Day to day management of busy and complex diaries including telephone liaison, making/confirming/cancelling appointments as necessary and ensuring diaries are up to date at all times
- Preparing and distributing internal reports, recording meeting minutes, drafting letters and related works
- Coordinating meeting agendas and schedules within the UK office and prepare materials for the meetings
- Tracking the progress and quality of work being performed within the Operating function and preparing coinciding status reports
- All travel and meeting requirements. Arrange all travel and accommodation as required ensuring all hotels, rail, flights, taxis and car hire are booked such that value for money is met at all times
- Ensuring immediate notification to the Regional Director UK of Critical Safety and Business matters
- Assisting in the coordination, supervision, and completion of special projects as appropriate
- Providing concerned department members with deadline information and ensure that given deadlines are met
- Ensure stakeholders and customers encounter a professional office.
- All other duties required of a PA.



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Your Profile:

- University degree (B. Sc. or M.Sc.)
- At least 2 years' proven experience in a related role
- Advanced skills in MS Office
- Ability to take initiative and make decisions
- Ability to work independently and as part of a cross-functional team
- Strong attention to detail and commitment to producing accurate and high-quality work
- Excellent written and verbal communication skills
- Fluency in English is required. Other language skills, especially German, are beneficial

Start date:

As soon as possible

Location:

Birmingham, UK

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

Please state the reference number (**EC01893**), 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!