



Executive Assistant

Want to know more?

Send us your application or just call us if you are interested. Even if you feel like not completely fitting our profile.

Contact Person

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Job Description

Executive Assistant (m/w) in full-time

We are specialized on developing custom web solutions. Our team of almost thirty people is used to work in a very open and friendly environment without much hierarchy. Although our founders and most of our team members have a rather technical background, our colleagues also provide us with skills such as marketing, design or PR. We are quite international, so you should be able to express yourself in English. keylight is moving fast: We are working on international projects, start exploring Switzerland and we are eager to grow further.

We are looking for motivated candidates with unique talents who want to achieve great things with us! You should have a genuine interest in new technologies and a willingness to learn.

Your Profile

- You are communicative, conscientious and self-confident
- You master professional communication with customers
- Fluent German language skills and good English language skills are necessary
- You have a formal commercial qualification or university degree

What you can expect from us

- You will be part of a great team in a true start-up environment in the heart of Berlin
- You will work on many exciting projects with different challenges and new technologies
- a competitive salary
- Amazing colleagues
- Flexible working hours
- An unlimited amount of free beer