

Join our team as

# Executive Assistant (Munich)



## About us

Drake Star is an award-winning global tech investment bank that has completed over 500 transactions since 2003. The Drake Star team of experienced professionals and senior advisors across offices in New York, Munich, London, Paris, Los Angeles, San Francisco, Berlin, and Dubai focuses on mergers & acquisitions and corporate finance services worldwide in Software/SaaS, HR Tech, Digital Services, FinTech, Digital Media, Industrial Tech, Consumer & Retail Tech and Climate Tech.

We are seeking to hire an **Executive Assistant** for our Munich office.

## Your key responsibilities

- Communication with business partners, clients, service providers and other stakeholders
- Scheduling and managing appointments for our firm's executives
- Planning and organizing travel for the management team
- Planning and organizing events for management and the team, including invitation and attendee management
- General office management and administrative tasks

## Requirements

- Completed commercial training or a comparable qualification
- Excellent knowledge of MS Office (especially Outlook, Excel, Word, PowerPoint)
- Independent working style and outstanding organizational skills and attention to detail with an ability to manage multiple workstreams at a time
- Strong communication skills in German and English
- Discretion and confidentiality regarding sensitive information
- High resilience and service orientation
- High flexibility and a proactive, forward-thinking approach

## Working with Drake Star Partners

- Engage with companies in exciting growth industries- virtually and in our office located close to Odeonsplatz (we have a strong culture of presence, and this is an on-site position)
- Intercultural exchange between global Drake Star offices and strong international collaboration
- Work as part of a young, international, highly motivated and dynamic team
- Attractive remuneration package and various corporate benefits, including sports club membership, team events and mobile phone budget

## Your application

Please contact Deborah Ressel for further information and send your CV via email to [deborah.ressel@drakestar.com](mailto:deborah.ressel@drakestar.com) to apply for this role. **We look forward to hearing from you!**