



## General Manager's Assistant (Level 4)

Job ID: 2601957 | Amazon Gera GmbH - K75

### Key job responsibilities

- Plan, coordinate and organize onsite employee engagement events for associates, including competitions, celebrations and handouts, and managing associated budgets and deadlines throughout the year.
- Plan events according to the site's needs, prepare posters and campaigns to promote events and work with stakeholders to deliver and implement site projects.
- Manage communication channels across the fulfillment center, including newsletters, corporate communications and site-specific message boards and feedback channels.
- Act as the site Charity Champion in the community, coordinating the site charity budget, working with central teams to embed network initiatives alongside local charity donations and campaigns.
- Manage the network recognition programs onsite for associates and drive participation amongst your leadership team and associate population.
- Be responsible for the overall direction and coordination of the leadership team's travel and administration, including diary management and recording actions of meetings and driving these to resolution on behalf of the General Manager.
- Working closely with all support staff to build, coordinate and secure robust support and resources for projects and initiatives.
- Welcome and coordinate visitors, on behalf of the General Manager and leadership team of the Fulfillment Center.

### BASIC QUALIFICATIONS

- Demonstrable experience in the key responsibilities of the role, described above. Ability to effectively prioritize and deliver multiple assignments while also serving as point of contact for a large team.
- Proficiency with the Microsoft Office Suite (Outlook, PowerPoint, Word, Excel).
- Attention to detail and problem-solving skills
- High proficiency of English and German languages.

### PREFERRED QUALIFICATIONS

- Previous working experience within a large scale rapid and process driven environment would be beneficial.
- Degree level qualification or equivalent.

m/w/d

