

Meshcapade: Executive Assistant (x/f/m)

Full time; Remote or in Tübingen

Who are we?

Meshcapade is the 3D digital human company. We are creating realistic human avatars for use in apparel, games, fitness, AI, and augmented reality. Using machine learning and computer vision, we model the nuances of human body shape and movement. We automatically convert photos, 3D & 4D scans, RGB-D sequences, Mocap and even words into realistic 3D humans. We are a spin-off from the Max Planck Institute for Intelligent Systems in Tübingen, Germany and our products are powered by state of the art, patented research. Our core product, Meshcapade Studio, is an online platform for the creation, animation, and use of 3D digital humans. Our clients run the gamut of global names; a broad mix of tech, media, health and fitness, apparel, and education.

As an Executive Assistant at Meshcapade, you will play a pivotal role in providing administrative support to our executive team, including the founders and VPs. You will be responsible for managing their schedules, coordinating meetings and related travel, handling correspondence, and performing various administrative tasks to enhance their efficiency and productivity.

What you will be doing:

- **Calendar Management:** Efficiently manage and maintain executives' calendars, scheduling appointments, meetings, and travel arrangements as needed.
- **Communication:** Serve as a point of contact between the executives and external stakeholders, handling phone calls, and other forms of communication with professionalism and discretion.
- **Meeting Coordination:** Coordinate and prepare materials for meetings, including agendas, presentations, and follow-up action items. Attend meetings as required and take accurate meeting minutes.
- **Travel Arrangements:** Arrange travel plans, accommodations, and itineraries for executives, ensuring cost-effectiveness and smooth travel experiences.
- **Document Management:** Organize and maintain electronic and paper files, ensuring documents are readily accessible and confidential information is handled securely.
- **Expense Management:** Process and track expense reports for the executives, ensuring accuracy and compliance with company policies.
- **Special Projects:** Support executives in various special projects and initiatives as required.

Who you are:

- Proven experience as an Executive Assistant or in a similar administrative role, preferably supporting C-level executives & founders.
- Proficiency in office software (e.g., Microsoft Office Suite, Google Workspace).
- Excellent organizational and time management skills with the ability to prioritize tasks.
- Strong communication and interpersonal abilities, with the utmost discretion and professionalism.
- High attention to detail and accuracy.
- Ability to work independently and proactively, anticipating the needs of executives.
- Flexibility and adaptability to changing priorities and a fast-paced environment.
- Bachelor's degree or relevant certification is a plus.

Talent Acquisition Process:

- Interview with our Talent Acquisition Manager
- Meeting with our CEO
- Interview with our team

What we offer:

- Salary from €25,000 depending upon experience (based upon part time)
- A competitive compensation package
- Full work from home support
- An entrepreneurial team passionate about creating the technology to power the world's avatars
- Opportunity to work with an internationally diverse team
- Great perks (autonomy, flexible working hours, hardware budget, central office space and exciting team events)

Diversity isn't just a statement at Meshcapade, it sits at the core of the company. We believe in the diversity of thought because we appreciate that this makes us stronger. Therefore, we encourage applications from everyone who can offer their unique experience to our collective achievements.

Apply here: job@nekar-hub.com

Your contact person is Naureen Mahmood

We are looking forward to receiving your application!