

We are Joyson Safety Systems – A Mobility Safety Company.

Joyson Safety Systems ist einer der global führenden Entwickler und Hersteller von automobilen Insassenschutzsystemen mit einem Umsatz von ca. 5,3 Mrd. Euro und weltweit mehr als 43.800 Mitarbeiterinnen und Mitarbeitern. Wir stehen für Innovation und Fortschritt. Als zuverlässiger und kompetenter Partner der Automobilindustrie konzipieren, entwickeln und produzieren wir Insassenschutzsysteme und -komponenten. Unser Produktportfolio besteht aus Lenkrädern, Airbags und Generatoren, Sicherheitsgurten, technischen Kunststoffteilen, Elektronik und Sensorik. Damit beliefern wir weltweit nahezu alle namhaften Kraftfahrzeughersteller.

Joyson Safety Systems is one of the leading global developers and manufacturers of automobile occupant protection systems with a turnover of ca. 4,8 billion euros and more than 50,000 employees worldwide. We represent innovation and progress. As a reliable and skilled partner of the automobile industry, we design, develop and produce occupant protection systems and components. Our portfolio includes steering wheels, airbags and generators, safety belts, technical plastic components, electronics and sensor technology which we supply to nearly all renown vehicle manufacturers worldwide.

Our team in Aschaffenburg needs support and we are seeking:

Assistant GIO (all genders)

Site:

Aschaffenburg

What you can change – your duties

- Provide high-level administrative, organizational and strategic support to senior leadership and team members
- Act as primary point of contact between GIO (Global Inflater Organisation) and external/internal stakeholders
- Manage complex calendars, appointments, and global time-zone scheduling
- Prepare, review and follow-up on meeting agendas, presentation, and action items
- Handle confidential and sensitive information with the highest level of discretion
- Coordinate meetings, workshops, and offsites (virtual and on-site)
- Support preparation of presentations, reports, and decision material
- Track key initiatives, deadlines, and action items
- Manage purchase orders, invoicing, and expense reports
- Organize domestic and international travel, including visas, accommodations, and itineraries
- Proactively identify opportunities to improve efficiency, structure, and administrative processes

Impress us - your qualifications

Successfully completed qualification as a commercial assistant or comparable
Professional experience in an assistant role within an internationally operating industrial company
Proactive, solution-oriented, independent, and highly committed working style
Professional and confident demeanor with the highest level of reliability and integrity
Strong organizational skills and a solution-oriented mindset
Confident user of MS Office applications, especially Outlook and PowerPoint
Excellent English and German skills, both fluent written and spoken

What we offer – your benefits

First aid station & Health Care Centre
Discounts at well-known gyms
Company canteen
Further training as well as in-house training
Free parking
Flexible working time
Employee events (Christmas party etc.)
JobRad

Contact

We look forward to receiving your application! Please
send by e-mail to your contact:

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Your contact will also be available for any queries you
may have.