

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 Inflator 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:

Lukas Schmitt
+49 (6021) 65 - 1624
lukas.schmitt@joysonsafety.com.

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