

<https://www.iab-weimar.de/en/job/job-offer-2025-12-asgf-ma-2/>

Executive Assistant (m/f/d) Administration/Organization

Job-ID: 2025-12-ASGF-MA

About us

The Institute for Applied Construction Research (IAB) Weimar is one of the leading industry-oriented research institutes in Thuringia. For over 30 years, we have been developing innovative equipment, processes, and materials for the construction industry in collaboration with partners from industry and academia. More than 120 employees work with us on practical solutions that shape the construction world of tomorrow. This makes us a key player in the construction research hub of Weimar.

To strengthen our institute's administration, we are looking for a dedicated personality as Executive Assistant starting from February 1, 2026. You bring organizational talent, strong communication skills, and commercial understanding, and you will support our management in all administrative and organizational tasks.

Your tasks

- Coordination of executive appointments
- Welcoming, receiving, and supporting guests
- Management of conference rooms
- Handling telephone switchboard, emails, and mail
- Office supply management and procurement
- General administrative tasks
- Preparation and organization of committee meetings
- Independent handling of association matters
- Preparation of conferences, exhibitions, and trade fairs
- Travel and appointment planning
- Professional correspondence
- Archiving
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Your skills

- Completed commercial training, ideally with professional experience in a similar role
- Independent, organized, and structured way of working
- Loyalty and professionalism
- Confident demeanor with clients and business partners
- Proficient in MS Office
- Excellent German (native or at least C1 level) and good English skills (at least B1 level) in both spoken and written form

Our benefits

- Permanent employment at an industry-oriented research institute

Contact persons

Robert Fetter

Institute Director
+49 3643 8684-0

Kathleen Friedemann

HR Officer
+49 3643 8684-216

Start of employment

at the earliest possible date

Duration of employment

permanent

Job location

Weimar Institute of Applied
Construction Research, 99428,
Weimar, Thuringia

Working hours

Full-time (39h/week)

Fields of expertise

Organizational skills / Strong
communication skills / Commercial
acumen

Date posted

20. November 2025

- Work-related training and professional development opportunities
- Group accident insurance (24/7)
- Enhanced social benefits
- Company bicycle leasing (JobRad)
- Public transport ticket (Deutschlandticket)
- Corporate fitness (Hansefit)
- Special payments
- 30 days of vacation

Application

Sounds exciting? We look forward to receiving your application! Please send your complete application documents, quoting Job ID 2025-12-ASGF-WMA, by email to:

karriere@iab-weimar.de