



https://oemberg.de/job/executive_assistant/

Executive Assistant to Leadership (Remote | USD | EU Time Zone)

Description

- **Location:** Remote
- **Working Hours:** 8 working hours between 08:00 – 18:00 CET / Pakistan Time: +3 hours (Summer) / +4 hours (Winter)
- **Employment Type:** Full-Time
- **Compensation:** USD
- **Start:** Immediate Joiner

We are hiring a **high-caliber Executive Assistant** to work directly with leadership in a fast-moving, international environment. This is not a routine administrative role — we are looking for someone who can operate with **precision, ownership, and executive maturity**.

Responsibilities

- Managing complex executive calendars across time zones
- Acting as a communication bridge between leadership and international stakeholders (US/EU)
- Preparing high-quality reports, briefs, and presentations
- Handling sensitive and confidential business matters
- Bringing structure, clarity, and execution discipline to leadership workflows

Qualifications

- Bachelor's degree (Business / Science) — non-negotiable
- **3–5+ years of post-graduate professional experience** (university experience not counted)
- Prior experience working with **international companies or clients (US/EU)**
- **Fluent, accent-neutral or American English communication**
- Strong business judgment, discretion, and attention to detail

Strong Preference

- Candidates with **corporate/international exposure (non-freelance backgrounds)**
- German language capability is a plus

Job Benefits

- You will work closely with leadership in a **global business environment**, gaining exposure to strategic decision-making and international operations.
- Friendly, decentralized, and independent way of working
- Competitive pay in US Dollars
- Work in a rapidly expanding company with growth opportunities
- Flexible working hours
- Work 100 percent remotely

Hiring organization

Ömberg

Employment Type

Full-time

Beginning of employment

Immediate

Job Location

Remote work from: Pakistan

Working Hours

8 working hours between 08:00 – 18:00 CET / Pakistan Time: +3 hours (Summer) / +4 hours (Winter)

Date posted

May 5, 2026

- Strong emphasis on work life balance
- Collaboration with a talented, passionate, and driven team

Contacts

For applying, click on “Apply Now” or apply via email at hr@oemberg.de