



We are searching for a Personal Assistant to the Founder & CEO and Chairman (m/f/d)

Based in Munich, Germany.



Your responsibilities:

- Guarantee a smooth daily routine for our CEO and the management board by coordination and organizing schedules, travel, to-do's and everything else in a proactive and professional way
- Coordination of external and internal meetings incl. visitor management
- Assist the other Executive Assistants with projects, documentations and ad hoc tasks
- Organization and coordination of business trips for the CEO and other executive board members
- Keeping up to date with changes in legislation, regulation and guidance that may impact the responsibilities of the Department
- And so much more...

Your profile:

- You have solid experience gained in a similar setting (public company in healthcare, insurance, legal or other highly regulated industry) with lots of annoying bureaucracy and corporate governance
- You truly master MS-Office and are fluent/native in English, German and preferably a 3rd language
- You have a self-confident, goal-oriented and serious style and yet, you still light up the room and have never ending energy & resilience towards all the drama that unavoidably happens
- Discretion, loyalty and you manage the bosses, not the other way around, but we did not say this ,-)
- Exceptional organizational skills, with an ability to prioritize time critical and conflicting workload
- And of course, you are driven by the same passion: improving mental health – the biggest of all pandemics

We offer:

- Authentic personal growth by joining one of the most innovative companies in the mental health space and learning so much about it.
- Comprehensive induction including internal training for all relevant work areas
- A fast-growing company in a high-growth market and gearing towards an IPO
- A friendly, cooperative team and a pleasant working atmosphere with flat hierarchies
- Corresponding contract terms and long-term opportunities in an international environment
- The best boss(es) you could ever imagine but yes, quite demanding and unconventional too...

neurocare is innovating mental health and performance

The fallout from COVID will further worsen an already bad mental health crisis around the world. neurocare's digital therapy platform (DTP) is helping by empowering clinicians to deliver best practice faster and more sustainably - following a detailed assessment we develop personalised therapy plans that lead to best outcomes by improving clients' self-regulation and sense of belonging. Therapy plans integrate therapists, innovative approaches in Psychotherapy, and novel technologies like neuromodulation (e.g. rTMS for depression) or psychedelics. We now work towards an IPO and have recently become a public company needing the corresponding strong teams and corporate backbone.

**Please contact us
with a meaningful
Cover letter and CV:**

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