



## **Job Offer: Personal Assistant to the CEO**

We are looking for a highly organized, proactive, and strategic Personal Assistant to provide comprehensive support to the CEO. As the CEO's right-hand person, you will play a crucial role in optimizing the CEO's workflow and contributing to strategic decision-making. The successful candidate (f/m/d) should be a team player with excellent organizational, strategic and communication skills in English and German and should have professional experience at an appropriate level.

### **About the World Health Summit:**

The [World Health Summit](#) (WHS) is the international platform for global health. It brings together stakeholders from politics, science, the private sector, and civil society from around the world to set the agenda for a healthier future and well-being for all. The World Health Summit strengthens exchange, stimulates innovative solutions to health challenges, fosters global health as a key political issue, and promotes the global health debate in the spirit of the UN Sustainable Development Goals.

The main conference World Health Summit is held each October in Berlin with around 3,000 participants on-site and more than 10,000 online. In addition, there are annual WHS Regional Meetings in different parts of the world as well as various formats throughout the year such as the WHS Global Health Dialogues.

The World Health Summit is organized and administered by the WHS Foundation GmbH, a 100% subsidiary of Charité – Universitätsmedizin Berlin.

### **Key Responsibilities:**

1. Administrative Support
  - Manage the CEO's calendar, scheduling meetings, appointments, and travel arrangements efficiently;
  - Support other senior team members in scheduling meetings and travel arrangements;
  - Coordinate and prioritize incoming requests, emails, and correspondence, ensuring timely responses and appropriate follow-up actions;
  - Prepare and edit documents, presentations, and reports for internal and external communication, maintaining a high level of accuracy and professionalism;
  - Work closely with the Office Manager in all matters relating to office administration.
2. Strategic Support:
  - Conduct research, gather data, and prepare briefing materials on relevant topics for the CEO's meetings, presentations, and strategic initiatives;
  - Monitor industry trends, policy developments, and global health issues to keep the CEO informed and facilitate informed decision-making;
  - Assist in the development and execution of strategic plans and initiatives;
  - Collaborate with the internal team and external stakeholders to coordinate and support cross-functional projects and activities.

### **Qualifications:**

- Bachelor's degree in Business Administration, Public Health, International Relations, or a related field;
- Proven experience (3+ years) in a similar role;

- Strong organizational skills with the ability to manage multiple priorities and deadlines effectively;
- Excellent communication skills in German and English, both written and verbal, with a high level of professionalism and diplomacy;
- Ability to navigate high-level interactions with politicians and industry representatives with ease, possessing knowledge of diplomatic protocols and etiquette;
- Strategic mindset with the ability to analyze complex issues, think critically, and provide strategic guidance and support;
- Proficiency in Microsoft Office Suite and other relevant software tools;
- Flexibility to adapt to changing priorities and work in a fast-paced environment.

**What We Offer:**

- A meaningful, versatile, and challenging job in an organization with a strong international reputation.
- Working with a high-level international network from science, politics, the private sector, and civil society.
- A close connection to Charité, Europe's largest university hospital
- High individual visibility, excellent learning opportunities and decision-making authority in a small highly motivated and hands-on team.
- An open and collegial corporate culture that encourages commitment and initiative.
- A flexible, hybrid working model and a city-centre workplace in Berlin (Charité, Campus Mitte).

**Position:**

Employment: Full-time, permanent

Salary: Competitive

Workplace: Berlin, Charité, Campus Mitte and remote

Start: *asap*

**Application:**

Please email your resume and your salary expectations to

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Charitéplatz 1, 10117 Berlin, Germany

[jobs@worldhealthsummit.org](mailto:jobs@worldhealthsummit.org)