



Welcome to **NEURA Robotics**, the innovator of the robotics world. Our goal is to equip collaborative robots with groundbreaking cognitive capabilities to enable safe and intuitive collaboration with humans. Under the leadership of founder David Reger, we have spent the first years of **NEURA Robotics** laying the foundations for humans and robots to work hand in hand.

"We serve humanity" is not just a motto, but our mission. Become part of our ambitious, international company and shape the future of robotics with us.

Welcome to **NEURA Robotics** - where innovation meets team spirit.

Your mission & challenges

To strengthen our CEO Office, we are looking for a dedicated Executive Assistant who stands out through organizational skills, reliability, and discretion.

Your main tasks include:

- Independent organization and coordination of the CEO's calendar (appointments, meetings, business trips)
- Preparation and follow-up of meetings, including presentations, minutes, and decision-making documents
- Communication and correspondence with internal and external stakeholders in both German and English
- Travel management, including bookings, expense reports, and logistical support

- Support in planning, organizing, and executing internal events and strategic projects
- Acting as an interface between the CEO, departments, and international business partners
- Handling confidential documents, maintaining records, and ensuring structured filing
- General administrative tasks within the CEO Office

What we can look forward to

- Completed business apprenticeship or university degree in business, communications, or a related field
- Several years of professional experience in a comparable role at executive level
- Excellent German and English skills, both written and spoken (business fluent)
- Strong organizational skills, resilience, and absolute discretion
- Proficient in MS Office (especially Outlook, PowerPoint, Excel) and digital tools
- Independent, structured, and solution-oriented working style
- High level of responsibility, loyalty, and professional demeanor

What you can look forward to

- Become part of an agile company, actively shape topics and benefit from flat hierarchies in a highly motivated team
- Enjoy an attractive salary, flexible working hours and 30 days of vacation
- The freedom to contribute your own ideas and drive them forward
- Celebrate successes together with company events
- Take advantage of our corporate benefits program
- And even more fun with great colleagues

Apply

We are looking forward to meeting you and shaping the future of robotics together. Are you in?

Couldn't find a suitable position? Please send us an unsolicited application.

We are always looking for passionate tech enthusiasts to help us revolutionize the world of robotics!



NEURA
ROBOTICS