



For our growing technology company in Heidelberg's Bahnstadt we are looking for a

### Assistant to the Management (m/f/d)

These are your duties:

- Support and relief of the management in all operational and administrative areas
- Administrative support for the entire company
- Organization and coordination of meetings, appointments, and trade shows
- Preparation and processing of reports, minutes, and correspondence
- Maintaining contact with internal and external partners
- Collaboration in the areas of purchasing (supplier management, placing orders, receiving goods) and finance (invoice receipt, travel organization, and accounting)

This is your profile:

- Completed vocational training in a commercial profession
- High degree of initiative and independent working style
- Strong organizational skills
- Excellent communication skills, both written and verbal, and a confident demeanor
- Good English language skills, both written and verbal
- Discretion, reliability and loyalty

That's what we do:

The HD Vision Systems GmbH has been provider of industrial image processing products and services since 2017. We support mechanical engineering and manufacturing companies in all matters of industrial image processing based on light field technology and deep learning (AI). By focusing on customer satisfaction, we create products that can be operated quickly and easily by users without specialized knowledge.

Connected to the city and the University of Heidelberg, Germany, we rely on innovative technologies and a sustainable business model to revolutionize industrial automation and quality inspection of complex workpieces.

Sounds like you?

Then send us your application now or get in touch with:

Dr. Christoph Garbe, [career@hdvisionsystems.com](mailto:career@hdvisionsystems.com), Tel. +49 6221 672 19-00