

GAF AG (GAF), an e-GEOS S.p.A. (Telespazio S.p.A./ASI) company, is a globally active provider of cross-platform geoinformation solutions and innovative Earth Observation applications. In addition to receiving and procuring satellite-based earth observation data, GAF holds a leading position in the areas of data processing and geoconsulting due to its 40 years of expertise. With an international and interdisciplinary team of experts, GAF sets standards for geospatial consulting, cloud- and AI-based data analysis, and satellite-based monitoring of the environment and natural resources in Europe and around the globe.

To support the CEO at our headquarters in Munich, we are looking for a highly capable, structured, and business-oriented

Executive Assistant to the CEO – Strategy Execution & Transformation

Munich | Full-time (40 hours/week) | Start: as soon as possible

This role goes beyond classical executive support. It combines executive assistance with strategic analysis, project coordination, transformation support, and rigorous follow-through across key business priorities.

Reporting directly to the CEO, you will help structure agendas, prepare decisions, coordinate strategic and operational topics, and ensure that important initiatives move forward with discipline and clarity. The role is well suited for a high-potential professional with strong analytical skills, sound business judgment, and the ability to operate effectively in a dynamic executive environment.

Your responsibilities:

CEO support and executive leverage

- Support the CEO in structuring priorities, preparing decisions, and ensuring effective follow-up across strategic, tactical and operational topics
- Prepare briefings, presentations, meeting materials, talking points, and executive summaries for internal and external use
- Manage and coordinate action tracking for the CEO across key meetings, decisions, and business priorities
- Help structure the CEO agenda in line with business priorities and execution needs
- Act as a reliable and professional interface between the CEO and internal stakeholders

Strategy and decision support

- Prepare analyses, synthesis documents, business cases, and decision papers to support leadership discussions
- Conduct research on markets, competitors, customers, organisational topics, or selected strategic questions
- Translate complex information into clear, concise, and decision-relevant materials
- Support the preparation of board materials, shareholder documents, business reviews, and strategic updates
- Help convert management discussions into practical next steps, workplans, and deliverables

Transformation and special projects

- Support the CEO on transformation initiatives across organisation, processes, governance, and performance improvement
- Coordinate selected cross-functional projects and ensure milestones, dependencies, and deliverables are tracked effectively
- Prepare and support workshops, steering meetings, leadership reviews, and management routines
- Identify bottlenecks, escalation points, and execution gaps and help drive resolution
- Contribute to special projects linked to growth, operating model evolution, organisational development, or strategic change

Execution and follow-through

- Monitor progress on CEO priorities and ensure actions are followed up consistently across teams
- Build and maintain trackers, dashboards, action logs, and management overviews to improve transparency
- Help strengthen management routines, reporting quality, and accountability across priority topics
- Ensure that critical issues are surfaced early and that next steps are clearly defined and owned
- Bring structure and momentum to ambiguous or fast-moving topics

Leadership meeting and governance support

- Prepare Executive Committee meetings, leadership reviews, offsites, and selected internal governance formats
- Coordinate inputs across functions and ensure high-quality preparation of agendas, materials, and follow-up
- Document decisions, actions, and responsibilities clearly and concisely
- Support consistency and discipline in management communication and follow-through
- Help professionalise internal governance mechanisms and decision preparation

Communication and stakeholder coordination

- Draft internal and external messages on behalf of the CEO where appropriate
- Support the preparation of speeches, all-hands content, leadership messages, and selected stakeholder correspondence
- Interface professionally with senior internal stakeholders, external partners, and selected customer-facing contacts where relevant
- Ensure communication is clear, well structured, and aligned with executive expectations
- Represent the office of the CEO with discretion, reliability, and high professional standards

Your profile:

- ✓ Master degree in Business Administration, Economics, Management, Political Science, International Relations, Engineering, or a related field
- ✓ First relevant professional experience in strategy, consulting, project management, business operations, finance, transformation, or executive support in a demanding environment
- ✓ Strong experience in preparing presentations, executive documents, analyses, and structured decision support materials
- ✓ Proven ability to coordinate multiple stakeholders and workstreams in parallel
- ✓ Strong analytical and conceptual skills with the ability to structure complex topics clearly
- ✓ High level of confidence in working with senior stakeholders and handling confidential topics
- ✓ Strong command of PowerPoint, Excel, and common productivity tools
- ✓ Fluency in spoken and written German and English (minimum level C1, CEFR); further languages are an advantage

Personal strengths:

- ✓ Highly structured, reliable, and execution-oriented
- ✓ Strong analytical mindset and sound business judgment
- ✓ Proactive, solution-oriented, and able to work independently
- ✓ Professional, discreet, and trustworthy in sensitive environments
- ✓ Strong communication and synthesis skills
- ✓ Calm under pressure and effective in dynamic settings
- ✓ Able to combine attention to detail with a strong sense of priorities
- ✓ Collaborative and effective across different functions and seniority levels

Desirable background:

- ✓ Experience in a strategy consulting, corporate strategy, transformation, or chief of staff-related environment
- ✓ Exposure to executive-level reporting, board preparation, or shareholder materials
- ✓ Experience in an international, interdisciplinary, or technology-driven business
- ✓ Familiarity with project-based or matrix organisations
- ✓ Interest in organisational transformation, business growth, and leadership processes

What we offer:

- A visible role with direct exposure to the CEO and key business priorities
- The opportunity to work on strategy, transformation, special projects, and executive decision support in one role
- Broad insight into company management, cross-functional coordination, and leadership processes
- An international and interdisciplinary working environment
- Training and development opportunities because your experience and knowledge count
- A respectful, friendly, and modern working environment with a leadership style based on trust
- Flexible working hours and the opportunity to work from home within the framework of our regulations
- Workation: temporary work from abroad depending on individual and legal requirements
- An attractive Munich location with excellent public transport connections and strong outdoor and leisure options nearby
- A range of additional benefits, e.g., public transport contribution (job ticket), company pension scheme (optional), travel health insurance (worldwide), occupational health management and more

Interested?

Then we look forward to receiving your application. Please send your application and any other useful supporting documents, along with your (gross) salary expectations and your earliest possible availability to start, to recruiting@gaf.de. Please state „**Executive Assistant to the CEO**“ as the subject.

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