



IMP<sup>3</sup>rove

European Innovation Management Academy



## Executive Assistant

IMP<sup>3</sup>rove - European Innovation Management Academy, a subsidiary of A.T. Kearney

### About IMP<sup>3</sup>rove – European Innovation Management Academy:

IMP<sup>3</sup>rove – European Innovation Management Academy ([www.improve-innovation.eu](http://www.improve-innovation.eu)) is a fast-growing start-up and subsidiary of the management consultancy A.T. Kearney. Our daily work is based on the conviction that innovation is manageable rather than a result of purely accidental circumstances. We offer innovation management-related consulting, assessment and training services to private and public clients in the innovation eco-system. With a global network and the world's largest in-depth innovation management benchmarking database, we have set the standard for innovation management assessment.

### Key responsibilities:

- Communication related to IMP<sup>3</sup>rove services including trainings, online tools, licenses
- Support in organizing the international IMP<sup>3</sup>rove innovation training program
- Management of the invoicing and reporting processes
- General administrative support and financial management support

### Knowledge and skills requirements:

- Experience in business administration, and financial reporting (optional: background in accounting is a true asset)
- Experience in all-encompassing management of processes – for instance related to training or event organization
- Strong team player looking for the challenge to grow in a dynamic environment
- Experience in working in a truly international environment
- Strong interpersonal skills to collaborate with different stakeholders and different cultures
- Highly independent, systematic and reliable problem-solver
- High proficiency in MS office
- Language requirements: excellent skills in English and German are of key importance, other language skills are an asset

### Organizational environment:

- Reporting to the Managing Directors Dr. Eva Diedrichs and Dr. Martin Ruppert
- Office location: Dusseldorf
- Start date: immediately

**Please send your application documents (including cover letter, CV, and all relevant certificates) to:**



**Eva Diedrichs**  
Managing Director IMP<sup>3</sup>rove Academy  
Email: [Eva.Diedrichs@improve-innovation.com](mailto:Eva.Diedrichs@improve-innovation.com)



**Martin Ruppert**  
Managing Director IMP<sup>3</sup>rove Academy  
Email: [Martin.Ruppert@improve-innovation.com](mailto:Martin.Ruppert@improve-innovation.com)