

Unique opportunity in a fast growing international company!

Executive Assistant to the CEO, Arcam Group

We are looking for a top notch administrative talent to support the CEO of Arcam, a fast growing company in the industrial 3D-printing field. The right candidate has a passion to help others succeed combined with a drive to excel, and can combine driving his/her own projects with handling of routine tasks. The position is based in Boston, MA.

Responsibilities

- Maintain and structure CEO's business calendar
- Email correspondence on behalf of CEO with team, customers, vendors and board
- Administrative duties such as the handling of mail, files and company documents
- Coordinate all aspects of business travel for CEO
- Preparations and protocols for management meetings
- Help with presentations and external and internal information and communication
- Assist CEO with press releases
- Assist CEO with reports to board and management

Requirements

- BA degree with 5+ years' experience in an Executive Assistant role
- Positive, can-do, roll-up your sleeves attitude
- Excellent knowledge in the Office suite
- Technical oriented and computer savvy
- Thrives in a creative, fluid environment where insight, know-how and professionalism set the tone for the office
- Detail-oriented multi-tasker with excellent organizational and communication skills
- Language skills beyond English. French, German or Swedish appreciated
- Experience within an international business environment
- Work independently with absolute integrity and confidentiality

About Arcam Group

Arcam Group provides cost-efficient Additive Manufacturing solutions for production of metal components. Arcam's Electron Beam Melting (EBM®) technology offers design freedom combined with excellent material properties and high productivity. Arcam provides Electron Beam Melting systems through Arcam EBM in Sweden, powder metals through AP&C in Canada and implant contract manufacturing through DTI in the U.S.

Arcam's market is global with customers mainly in the orthopedic and aerospace industries. The HQ functions are shared between Boston, MA and Mölndal, Sweden, with the CEO being based in Boston.

Contact

Magnus René, CEO Arcam, phone +1 781 266 6957, +46 702 79 89 99

Peter Ternebring, recruiting consultant, phone +46 70 639 8889

Please send us your application as soon as possible, marked "Executive Assistant", to:
career@arcam.com