

Administration

Experienced

Management Assistant (m/f/d)

Barcelona, Spain

At Motherson, we're committed to creating long-term jobs and advancing global careers. Featured on TIME's World's Best Companies list, we are a diversified global design, engineering, manufacturing, assembly and logistics specialist, delivering full-system solutions to customers across industries. With a focus on innovation, quality and sustainability, we strive to be a trusted industrialisation partner and an employer that nurtures a diverse, inclusive workplace.

Our global and regional headquarters act as key hubs connecting teams, businesses, and markets worldwide, supporting Motherson's global operations and growth. These centres enable collaboration, facilitate informed decision-making, and provide the foundation for our diverse businesses. Join us to work in a dynamic global environment where your contribution plays a meaningful role in Motherson's continued growth.

What you'll do

Your tasks.

Executive Support:

- Coordinate internal and external meetings, workshops, and leadership reviews.
- Prepare agendas, presentations, reports, and executive correspondence.
- Organize and follow up on action items, ensuring timely execution and closure.
- Handle confidential information with the highest level of discretion and professionalism.
- Act as a key point of contact for internal and external stakeholders.

Coordination of Functional Areas:

- Support governance and reporting activities across the area of responsibility from the Senior Executive.
- Prepare management reports, dashboards, and decision-making documents.
- Coordinate cross-functional projects and track progress against milestones.
- Support budget planning, forecasting, and administrative processes.

Communication & Stakeholder Management:

- Facilitate communication between senior leadership, business functions, and external partners.
- Draft professional communications and presentations for leadership meetings.
- Coordinate management visits, audits, and executive events.
- Ensure alignment and follow-up on strategic initiatives and organizational priorities.

What we are looking for

Your profile.

- Bachelor's degree in Business Administration, Management, Human Resources, or a related field.
- Several years of experience as an Executive Assistant, Personal Assistant, or Management Assistant supporting senior leadership.
- Experience working in an international and multicultural environment.
- Outstanding organizational and prioritization skills.
- Excellent communication skills in English; German and Spanish is a strong advantage.
- Ability to manage multiple tasks and deadlines in a dynamic environment.
- Strong interpersonal skills and professional demeanor.
- High level of integrity, discretion, and confidentiality.
- Advanced proficiency in Microsoft Office (Outlook, PowerPoint, Excel, Teams, Word).
- Strong analytical and problem-solving skills.
- Self-motivated, proactive, and detail-oriented.

What we offer

What we are looking for.

We are seeking a highly organized, proactive, and professional Management Assistant to support a senior executive responsible for the functions of Construction Management, Local HR, Business Support Services (Guesthouse, Reception, Facility Management, Fleet Management) and Business Travel.