

Job Offer: Executive Assistant (f/m/d) to the President and CEO

Become part of the World Health Summit team in Berlin and shape the future of global health with top-class partners around the world:

We are looking for a highly organized, reliable, and service-oriented new colleague to join the World Health Summit as Executive Assistant to the President and CEO. The successful candidate (f/m/d) should be an excellent communicator in English and German, bring strong administrative skills, and enjoy working in a fast-paced, international environment.

Start: November 1, 2026

About the World Health Summit:

The World Health Summit (WHS) is the leading platform for global health. It brings together leaders and changemakers from politics, science, the private sector, and civil society from around the world to catalyze collaborative and innovative solutions for key global health priorities.

By uniting diverse perspectives and building unique opportunities, the World Health Summit fosters cross-sectoral exchange, evidence-based dialogue, and impactful partnerships. Scientific findings and new insights are translated into policies and real-world impact, driving progress toward a more equitable, resilient, and healthier future for all.

The main conference World Health Summit is held each October in Berlin with around 4,000 participants on-site and more than 10,000 online. In addition, there are annual WHS Regional Meetings in different parts of the world as well as various formats throughout the year such as the WHS Global Health Dialogues. The World Health Summit is organized and administered by the WHS Foundation GmbH, a 100% subsidiary of Charité – Universitätsmedizin Berlin.

The Role:

We are looking for an Executive Assistant to the President and CEO to provide high-quality administrative and organizational support to the leadership of the World Health Summit.

The Executive Assistant will be part of the Leadership Office, reporting to the Manager Leadership Office, and will provide direct administrative and organizational support to both the President and the CEO. The role is strongly focused on executive assistance, coordination, correspondence, travel management, and office support. It requires discretion, precision, reliability, and a strong sense of service.

The successful candidate will work closely with the President, the CEO, the Manager Leadership Office, and the wider WHS team to ensure smooth day-to-day operations and professional communication with high-level national and international stakeholders.

Content-related preparation and follow-up of meetings, strategic briefings, and project work are handled by the Leadership Office. The Executive Assistant role is therefore particularly suited for someone who enjoys keeping complex schedules, communication flows, travel arrangements, and office processes well organized and running smoothly.

Key Responsibilities:

- Managing the calendars of the President and CEO, including scheduling, prioritization, coordination, and follow-up of appointments
- Organizing national and international travel, including flights, hotels, transfers, itineraries, visa-related coordination, and travel expense preparation
- Preparing and handling correspondence, in particular for the President, including drafting, formatting, sending, filing, and tracking emails and letters
- Drafting and coordinating protocol-sensitive correspondence with the offices of high-level stakeholders, including heads of state and government, ministers, senior UN officials, diplomats, and other senior representatives
- Coordinating internal and external meetings, including invitations, room bookings, catering, technical setup, and logistical preparation
- Supporting the smooth daily operation of the Leadership Office, including document management, contact management, filing, and administrative follow-up

- Acting as a professional and discreet point of contact for representatives from politics, science, civil society, the private sector, international organizations, and diplomatic offices
- Supporting office management tasks, including preparing meeting rooms, ensuring a welcoming office environment, coordinating office supplies, and maintaining shared office infrastructure such as coffee machines and meeting areas
- Assisting with visitor management and ensuring a professional experience for guests, delegations, and business partners
- Supporting selected administrative processes related to the World Health Summit, WHS Regional Meetings, and other WHS formats throughout the year
- Working closely with the Manager Leadership Office and the wider WHS team to ensure efficient workflows and reliable internal coordination

Required Profile:

- Professional experience in an executive assistance, team assistance, office management, or administrative coordination role
- Excellent organizational skills and the ability to manage multiple tasks, deadlines, and stakeholders at the same time
- Very strong written and spoken English and German, additional languages welcome
- Immaculate discretion, reliability, attention to detail, and professional judgment
- Strong written communication skills and sound judgment in drafting and handling protocol-sensitive correspondence with the offices of high-level stakeholders, including heads of state and government, ministers, senior UN officials, diplomats, and other senior representatives
- Excellent sense of roles, protocols, timing, and appropriate tone in communication with senior national and international stakeholders
- Confident use of Microsoft Office, Microsoft Teams and other digital collaboration tools
- Ability to work independently, proactively, and with a hands-on mentality
- Friendly, calm, and solution-oriented attitude, also in busy periods
- Interest in the field of global health and in working for a mission-driven international organization

What We Offer:

- A meaningful, versatile, and challenging job in an organization with a strong mission and worldwide reputation
- Working with a high-level international network from science, politics, the private sector, and civil society
- A close connection to Charité, Europe's largest university hospital
- High individual visibility and excellent learning opportunities in a small, highly motivated, and hands-on team
- An open and collegial culture that encourages commitment, courage, and entrepreneurship
- A flexible, hybrid working model and a city-center workplace in Berlin (Charité, Campus Mitte)
- Modern offices with attractive meeting and community spaces
- Regular team and social events
- A free Deutschlandticket
- Access to Corporate Benefits with a wide range of employee discounts

Employment: permanent, full-time position

Salary: competitive

Start: November 1, 2026

Application:

Please email your cover letter, resume and salary expectations until 31.07.2026 in German or English to jobs@worldhealthsummit.org

We are looking forward to your application.

WHS Foundation GmbH
Charité – Universitätsmedizin Berlin



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