

DESOTEC – PA to the CEO

Vacancy: Personal Assistant to the CEO

We are looking for a highly skilled and proactive Personal Assistant (PA) to the CEO who acts as a strategic partner, providing high-level executive support in a fast-paced, international environment. This role is ideal for someone with strong executive presence, who thrives on responsibility, excels at anticipating needs, and brings structure, focus, and professionalism to the CEO's daily operations.

As PA to the CEO, you ensure that the executive office functions at the highest standard, enabling the CEO to focus on strategic priorities while you proactively manage communication and information flows, and decision-making.

Who is DESOTEC?

DESOTEC is an international environmental services company that helps protect the planet with **sustainable mobile filtration solutions** for the purification of liquids and gases.

We have **approximately 450 employees, united in Generation D.**, who are all committed to helping protect the planet by driving positive ecological change across all industries.

Private equity funds managed by **Blackstone** acquired DESOTEC in 2021.

What will you do as PA to the CEO at DESOTEC?

In this role, you combine classic executive assistance with a strong coordination and stakeholder management focus:

- **Prepare SLT (Senior Leadership Team) meetings at content level**, ensuring agendas, materials and decision points are clearly structured and strategically aligned.
- **Analyse SLT meetings** and translate complex debates into clear reports, executive summaries, and actionable insights.
- **Facilitate decision-making within the SLT** by streamlining agendas, critically monitoring action points, and ensuring disciplined follow-up.
- **Prioritise the CEO's time and calendar based on strategic relevance and business impact**, safeguarding focus on value-creating topics.
- **Act as a trusted sounding board and diplomatic filter** for internal and external stakeholders interacting with the CEO.
- **Anticipate sensitivities, risks and dependencies** arising from executive and board-level interactions, proactively flagging issues and **advising the CEO** accordingly.

As **PA to the CEO**, you report directly to the CEO and interact frequently with the Senior Leadership Team and other key stakeholders across the organisation.

Who are you as PA to the CEO?

You are a seasoned professional who thrives in an executive environment:

- You hold at least a **Bachelor's degree** and have **more than 5 years of experience** in supporting C-level leaders or senior executives in complex, international environments.
- You communicate fluently in **English and Dutch**; knowledge of **French and/or German** is a strong asset
- **Business acumen:** You have a strong organisational instinct and understand how an international, commercial organisation operates.
- **Analytical capability:** You quickly grasp complex information from executive discussions and distil it into clear, structured outputs.
- **Executive presence:** You communicate with confidence and credibility at C-level, have the seniority to challenge constructively and are comfortable managing resistance when needed.
- You are highly organised, structured, and able to juggle multiple priorities with confidence.
- You combine discretion, assertiveness and adaptability
- You are digitally savvy, with a solid working knowledge of **Microsoft Office** and related collaboration tools.

What's in it for you?

It goes without saying that you get a lot in return in exchange for your unbridled dedication and enthusiasm:

- **A competitive salary** – We guarantee you a competitive base salary, depending on your experience.
- **Fringe benefits** – To optimize your salary package, you can count on a smartphone with a mobile subscription, a net expense reimbursement, meal vouchers, group and hospitalization insurance (AG Insurance), a non-recurrent CAO90 bonus, two annual gross bonuses, and the option for bicycle leasing after 6 months of service.
- **Discounts through partnerships** –As part of the Blackstone Group, all internal DESOTEC employees also enjoy discounts on BRE-Hotels (a collection of Blackstone-owned hotels and resorts). Through Benefits at Work you get discounts at Center Parcs, Zalando, , Kröfel, Decathlon and many more.
- **Work-life-balance / hybrid working** – You work during flexible hours and get the freedom to spend 2 days a week in your home office.
- **Time off to schedule freely** – At DESOTEC there is no collective closure. You enjoy 29 paid vacation days and have the freedom to take 10 unpaid vacation days on top of that. This way you can increase your number of vacation days to 39 days!
- **Personal & professional growth** – You will have every opportunity to immerse yourself in your new role, but also to grow personally and professionally through an extensive range of training courses.
- **Structured onboarding** – We prepare a tailored onboarding plan for every new starter, ensuring a smooth integration into your team, tools, and DESOTEC's mission from day one.

Our purpose and mission?

At DESOTEC, we are committed to building a **cleaner, greener world for all**. We strive to helping protect the planet by driving positive ecological change across all industries. Witness our mission with your own eyes in the DESOTEC [purpose movie](#).

Curious to find out more about your potential future employer? Check out www.desotec.com and follow us on LinkedIn, Facebook and Instagram via @desotec.

<https://www.desotec.com/en>