

Job Opening

CELIS Head of Office & Senior Executive Assistant to the Executive Director (m/f/d)

Employment: Full-time (100% FTE)

Location: Fully remote, working hours mostly aligned with Central European Time

Travel: Occasional (conferences/meetings)

Reports to: Executive Director (Prof. Dr. Steffen Hindelang)

Role Summary

This dual role supports the Executive Director across his various mandates—CELIS, independent consulting, and academic roles—while running the Institute’s day-to-day operations. You will manage a virtual office, orchestrate multi-calendar priorities, deliver special projects for the Director end-to-end, act as a fixer when obstacles arise, and handle complex schedules with precision.

Key Responsibilities

1) Executive Support (across Professor Hindelang’s various roles)

- **Correspondence** on behalf of Professor Steffen Hindelang across his various roles (including inbox triage) and the Institute (drafting, sending, tracking).
- **Multi-Calendar & scheduling:** plan, prioritize, and coordinate all internal and external commitments, protect focus time.
- **Meeting management:** preparation (briefings and materials, solicit input), de-brief (action items, owners, due dates).
- **Deadline enforcement:** follow up with team members when key tasks are not completed.

2) Special Projects for the Executive Director (“Fixer”)

- Lead **Executive Director’s priority projects** from scoping to delivery: define goals, milestones, owners, risks, and success metrics.
- **Fixer mindset:** source vendors/venues, fast-track logistics, navigate admin/protocol, and remove blockers under time pressure.
- Produce **tight briefs** and decision memos; maintain a **risk register** and **issue log**; escalate smartly and early.
- Coordinate **stakeholders** (internal/external), set cadences, and track outcomes to closure.

3) Head of Office / Operations (CELIS)

- **Run a virtual office** with standardised procedures and clear responsibilities.
- **Public and template-based mass communication**; maintain and curate the **contact database (CRM)**.
- **Document management & filing**: maintain systems, ensure coherence and retrievability, including (light) contract management.
- **Project and financial reporting**; work with **invoicing/accounting software** (invoices, payment overviews, receipts).
- **Monitoring and enforcing the team's time-recording** for compliance.
- **Support recruitment & onboarding**; **train** new team members on filing systems and processes.
- **Web/Comms (Plus)**: support **WordPress** and **social media** in a professional context.

Profile

- **Meticulous attention to detail** and **outstanding organisational skills**.
- **Confident, assertive presence** with **business and/or diplomatic etiquette**.
- **Independent, proactive** work style in a lean, fast-moving team; practical hands-on approach.
- **High discretion and sensitivity to confidentiality and conflict of interest**.
- **General interest in economic security** topics.

Experience

- **Substantial experience running executive offices** (industry, law firms, or institutes), **or as chief-of-staff** (must).
- Exposure to **EU or international law** and/or **international economic relations** is a plus
- **Academic copy-editing/proofreading** experience is a plus
- **Languages: Fluent English** at the highest level (must); **German and/or Spanish** are a plus.

Offer

- **100% remote** from anywhere, with working hours mostly **CET-aligned**.
- **Some business travel** (conferences/meetings).
- A **high-trust, professional environment** with significant autonomy and direct access to leadership
- Working on

How to Apply

Please send your **CV** and a **short cover letter** (including earliest start date and salary expectations) to the att. of Prof. Dr Steffen Hindelang at HR@celis.institute. Provide at least two references or reference contacts. Work samples (e.g., editing) welcome. We review applications on a rolling basis and will invite shortlisted candidates to (1) a 30-min conversation and (2) a short work sample (max. 90 minutes).

Berlin, 02. September 2025

The CELIS Institute



The CELIS Institute's Mission

The CELIS Institute embodies thought leadership in economic security and investment screening. The CELIS Institute drives critical dialogue in economic security. Our community shapes policies across Europe, the Atlantic, and with democratic allies globally. Our platform is where policy, industry, and academia converge to redefine cross-border investment and trade in the context of security, public order, and competitiveness. More about the Institute and its activities at www.celis.institute.

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Equal-opportunity: We welcome applications from all qualified candidates. Your data will be used solely for recruitment and deleted when the process concludes, in line with applicable law.

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