

Executive Associate to the CEO

Based in London/Hamburg, United Kingdom

About Zeal Network SE

ZEAL is the world's leading interactive lottery company. We aim to create a better world of lotteries through innovation, digitalisation and entertainment. Offering consumer facing lottery-based games as well as B2B solutions; ZEAL operates across three locations (London, Madrid, Hamburg). With nearly 300 exceptionally talented people from 24 different nationalities, we are a truly international and diverse company. Whilst we are a publicly listed company, we still live and breathe the start-up culture and the idea that every ZEAL employee acts and feels like an owner in their daily work.

ZEAL Network SE is a London based company, founded in Germany in 1999 and previously named Tipp24 SE. It's listed on the Frankfurt Stock Exchange and is included in the SDAX index. This year we expect to generate total revenues of 135 to 145 million Euros and earnings (EBIT) of 35 to 45 million Euros.

About the Executive Associate role

ZEAL is seeking a business savvy, entrepreneurial Executive Associate to support our Chief Executive Officer, based in London/Hamburg working closely with the Senior Executive Management of the organisation. As an Executive Associate at ZEAL you'll be highly involved in strategic decision making and in driving operational projects. Furthermore, you'll get the opportunity to move into a senior position after 1-1.5 years, depending on your skills and interests.

Key Responsibilities

- Provide superior support to the CEO and drive strategic and operational initiatives
- Be responsible for the preparation of weekly Executive Board Meetings, quarterly Supervisory Board Meetings and international Leadership Meetings
- Take ownership for the preparation of analyses, presentations and decision proposals for the Executive and Supervisory Board in collaboration with the Executive team
- Proactively support and drive miscellaneous strategic and operational projects
- Work in an international environment requiring frequent European travel

Key Requirements

- Bachelor's degree, preferably Masters of Science in Business, Finance, Economics, Business Engineering or other Business major
- You should enjoy the challenges of working with a variety of demanding situations and circumstances in a deadline-driven environment
- Ability to quickly and easily adapt to a changing environment
- Microsoft Office with strong Excel and PowerPoint skills
- Strong project management and organisational skills
- A critical thinker with superior attention to detail
- Demonstrable ability to be a self-starter, take initiative, set and drive toward goals
- Ability to apply entrepreneurial spirit to projects
- Diplomatic and professional, with the ability to maintain the highest level of confidentiality
- Distinctive problem-solving and analysis skills
- Experience in a relevant comparable position

If this sounds like you, send your application to personnel@zeal-network.co.uk – stating your earliest possible starting date and salary expectations.