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NASDAQ: TZOO

Job opportunity: 'Right Hand' to the General Manager

Travelzoo is a publicly-traded global media commerce company. With 25 offices and more than 28 million members in Asia Pacific, Europe and North America, we publish outstanding deals from over 2,000 travel, entertainment and local companies. A career at Travelzoo is more than a job -- it's a calling. We love what we do and our team works hard to make an impact.

Travelzoo is seeking a full-time **Managing Assistant** (sometimes called "Strategic Assistant", "Chief of Staff" or "Business Assistant" in other companies) to be the right hand to the General Manager. This new position has been created to lend strategic support to the country's top executive, and to simultaneously nurture future general management talent. You will work alongside the General Manager as part of the management team and gain valuable insight to the inner workings of a successful, international media commerce business. In this role you will gain knowledge and exposure across three of the most exciting industries today: technology, media and travel. (It is important to note that this is not an administrative position.)

You are the ideal candidate if you aspire to start your own company one day or lead a business. You're also a strategic adventurer and excellent communicator, who has leadership potential and a passion for quality content. This role is viewed as an 18-24-month stepping stone to future management positions globally, so the right candidate should be internationally mobile. As this is a new position, there are currently openings in **Berlin, Hong Kong, London, Los Angeles, Shanghai, Sydney, Tokyo** and **Toronto**.

Responsibilities may include but are not limited to:

- Working closely with the GM on multiple day-to-day aspects of the business, including strategic and operational tasks, as well as managing specific assignments
- Leading research and analysis on important projects ranging from profitability assessments to workforce planning and viability studies of new initiatives
- Assisting in preparing country-wide financial reporting, including weekly revenue and cost forecasting, quarterly reporting, annual and quarterly budgeting and other ad hoc financial reports
- Conducting research and preparing major presentations for industry events, speaking engagements and key client meetings
- Building strong interdepartmental relationships to maximize collaboration and positively impact office culture
- Working with other Managing Assistants to share business insights and best practice
- Deriving brand-building strategies to foster Travelzoo's member-first culture
- Developing an expert understanding of the industry landscape and identifying opportunities to differentiate Travelzoo
- Stepping in on behalf of the GM on decision-making and conference/meeting attendance where appropriate
- Forging relationships with relevant industry thought leaders to strengthen Travelzoo's standing
- Occasionally travelling with the GM for events and meetings
- Upholding absolute confidentiality

Requirements:

- 4-year undergraduate degree (or equivalent) and MBA, required
- Prior professional experience within a start-up, digital lifestyle or travel brand highly preferred
- Proficiency in digital, brand and/or consumer marketing are a strong advantage
- Passion for exceptional travel and lifestyle experiences
- Ability to prioritize and execute multiple tasks and projects in a fast-paced and ambiguous environment
- Impeccable professional integrity and ethics
- Results-oriented, self-starter, committed to getting the job done
- Possesses the gravitas to take charge, without being in charge

- Ability to compile and analyze large data sets, derive insights and make recommendations
- Meticulous organization and attention to detail
- Aptitude to inspire and influence the wider organization, globally
- Excellent project management skills, from design to completion
- A global mindset and international work experience are critically important
- Ability to speak or understand multiple languages a plus, **must be fluent in English and the local language of the opening for which you are applying**

We offer:

- Attractive local benefits, country-specific
- Competitive compensation package
- Excellent international career opportunities in a dynamic, high-growth industry
- Exciting, entrepreneurial work environment
- Global mentoring opportunities
- Central and attractive office locations
- Travel perks, including an annual stipend and extra vacation days to experience Travelzoo's deals

Please send a cover letter and resume if you're interested to find out more (please no search firms):

Melanie Calu

Global Director, MBA Recruiting

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