



**Roarington** is building the world's most immersive digital experience for classic cars, art, and luxury culture. We combine hyperreal driving simulators, digital twins, curated content and exclusive partnerships to create a unique platform for collectors, enthusiasts and premium brands. Our work sits at the intersection of automotive heritage, technology and luxury lifestyle. We grow and move fast, think entrepreneurially and expect ownership.

To strengthen our capabilities, we are looking for a

## Executive Associate to the Chairman

### Location

Vaduz, Liechtenstein (hybrid, up to 25% home office)

### Your Role

We are looking for an Executive Associate to the Chairman — a trust-based role at the centre of key initiatives, ensuring clarity, alignment and reliable follow-through across stakeholders.

### Responsibilities

- Work closely with the Chairman on high-priority topics and special projects, ensuring excellent preparation and reliable follow-through
- Prepare and manage meeting workflows: agendas, briefings, materials, action points, and disciplined follow-up
- Draft concise, high-quality notes, briefings, and presentations with a strong sense of tone
- Coordinate and navigate stakeholder interactions across internal teams and external partners; align expectations and maintain momentum
- Structure complex topics quickly, clarify options and implications, and drive next steps to completion
- Support selected communications and relationship management in a discreet and professional manner
- Organise and accompany selected meetings and travel as required

### Requirements

- Completed university degree (Master's preferred) in Business Administration, Law, Economics, International Relations or a comparable field
- Several years of relevant experience (e.g. consulting, project leadership, corporate/business development, investment environment, or a comparable role close to top management)
- Native German (mother tongue) is required — absolute confidence in nuance, tone, and flawless written German
- Excellent English skills (written and spoken)
- Strong stakeholder management skills: empathetic, approachable, open and trusted; able to work confidently with very different personalities
- Exceptional discretion, reliability, and sound judgment; comfortable handling highly confidential matters
- Structured, hands-on executor with strong follow-through, high quality standards, and calm performance under time pressure

### What We Offer

- A close, trust-based role working directly with the Chairman
- Exposure to international stakeholders and premium environments
- High responsibility and real impact
- An entrepreneurial setting with short decision paths and high quality standards
- Flexible working arrangements where appropriate

If you want to work close to the product, the clients and the business, and you enjoy responsibility over comfort, Roarington is the right place.

### Roarington AG

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