



Executive Assistant



Address:
Zdrój 49a, 62-065 Grodzisk Wlkp.



Department:
Administration



Type of work:
Full time

TERMS OF REFERENCE

- Assistant to the CEO RECARO Rail,
- Organization of office work,
- Organisation and settlement of business trips,
- Preparation of presentations/documents/data summaries for the Company's Board of Directors,
- Supporting the marketing and sales activities in the preparation of promotional materials, events and Customer Meetings,

REQUIREMENTS

- Fluency in spoken and written English (prerequisite),
- Experience of working in a similar position,
- Good knowledge of MS Office,
- Driving licence cat. B,
- High interpersonal skills, self-reliance and positive attitude,
- Ability to work in a team.

WE OFFER

- Work in a stable and valued by customers company with 52 years of tradition and an established position in the market,
- An attractive remuneration and bonus system commensurate with your qualifications and involvement,
- Employment based on an employment contract,
- Opportunity to improve qualifications and professional development.

APPLICATION

If interested, please send your application to the following e-mail address: rekrutacja@recaro-rail.com and add the following clause: 'I agree to the processing of my personal data by RECARO Rail. Sp. z o. o. for the purposes of the recruitment process, in accordance with the Personal Data Protection Act of 29.08.1997 (Journal of Laws No. 133 item 883).'

CONTACT

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