



## Team Lead with German-Administrative & Assistance (m/f/x)



**LOCATION**  
Cluj-Napoca



**COMPANY**  
ARRK Research & Development  
SRL



**CONTRACT TYPE**  
Full-time



**Form of Work**  
Hybride

### WHAT TO EXPECT

As a Team Leader you will provide direction, motivation, and structure, making sure that team members achieve the best results for every task assigned. Also, you will support Cluj-based assistants for German cost centers, with regular reporting to German management in automotive industry.

### YOUR TASKS

- Monitoring and coordination of outsourced administrative and support tasks.
- Ensuring compliance with quality standards and deadlines.
- Serving as a contact person for managers and local employees.
- Managing, coordinating, supporting and training assistants in Cluj who work for German cost centers in their tasks and projects
- Regular reporting to management in Germany.
- Contributes to continuous improvement of processes and procedures.

### YOUR PROFILE

- Degree in business administration or a related field.
- Several years of experience in a management position, ideally in administration, accounting, or assistance.
- Experience in process optimization and project management.
- Good knowledge of German and English (written and oral).

#### Personal Requirements

- **Leadership Qualities:** Ability to motivate and lead a team.
- **Communication Skills:** Strong communication skills, both internally and externally.
- **Problem-Solving Skills:** Ability to resolve problems quickly and efficiently.
- **Organizational Skills:** Excellent organizational skills and attention to detail.
- **Intercultural Competence:** Understanding of cultural differences and the ability to work in an international environment.

#### Additional Qualifications (desirable)

- Experience in using an ERP system and Microsoft Office applications.
- Knowledge of assistance, controlling, travel management and booking.

### YOUR BENEFITS



Exciting projects



Flexible working  
hours



Employee events



Free coffee & tea



Pleasant working  
atmosphere



**CONTACT**

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ARRK Engineering is part of the international ARRK group of companies and specialized in product development. Within the ARRK group of companies we implement product developments from virtual development to prototypes and small series production.

For reasons of simplification, only the masculine form is used in this job advertisement. However, persons of any gender and any orientation are always meant equally.

Our job offer is equally directed at severely disabled persons and persons of equal status.