

Asistente administrativo / Administrative assistant (m/f/x)



LOCATION

Madrid



COMPANY

ARRK Engineering GmbH



CONTRACT TYPE

Part-time



Form of Work

Hybride

WHAT TO EXPECT

At ARRK Engineering we are looking for an Administrative Assistant (m/f/x) to help manage all labour and employee related issues. It is possible to combine working from home and in our Madrid office. The position is available on a part-time basis.

Our office in Madrid is continuously growing and we need a motivated, structured and communicative person with good English skills and knowledge of labour law to support us in labour matters and to act as a bridge between the German office and the Spanish office.

Please send us your application documents in English.

We are looking forward to hearing from you!

YOUR TASKS

- Employees support and management
- Review and monitoring of employment contracts
- Organisation and booking of employee travels to Germany
- Control of expenses and daily allowances of sent employees
- Organisation, administration and control of employee training courses
- Administration of the employee benefits platform, e.g. Coverflex
- Checking payslips at the end of the month
- Coordination and reception of daily calls and visitors
- Internal communication through all areas and groups
- Administrative and controlling support of the area, department and group managers
- Preparation of invoices between the Spanish and German companies as Reports creation for the finance department

YOUR PROFILE

- Good knowledge of Spanish labour-related issues and/or completed studies/training in this area
- Very good knowledge of MS Office
- Very good English knowledge
- German skills is an advantage

YOUR BENEFITS



Exciting projects



Flexible working hours



ARRK Engineering Academy



Employee events



Creative scope



Pleasant working atmosphere



CONTACT

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[Privacy Policy](#)

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.