





Administrative Assistant with German (m/f/x)

 **LOCATION**
Cluj-Napoca

 **COMPANY**
ARRK Research & Development
SRL

 **CONTRACT TYPE**
Full-time

 **Form of Work**
Hybride

WHAT TO EXPECT

You will be responsible for performing administrative functions to support business operations and requirements in a professional environment of Automotive Engineering

YOUR TASKS

- Ensuring administrative support to the area, department and group managers.
- Supervision of employees in the assigned area by checking and booking monthly hours/corrections.
- Coordinating appointments and preparing reports for financial accounting (checking invoices, statements, travel orders, timesheets and activity reports).
- Creating projects and maintaining the project status as well as supporting the management in project controlling.

YOUR PROFILE

- Bachelor's degree in Finance, Accounting, or a related field.
- Basic experience in account operations and preparation of monthly/quarterly closing and reporting tasks.
- Good MS Office skills (Excel, PowerPoint, Outlook), ideally also in dealing with MS Teams as well as initial knowledge of Business Central would be an advantage.
- An independent and structured way of working along with good communication skills.
- English and German are mandatory.

YOUR BENEFITS



Exciting projects



Flexible working
hours



Employee events



Free coffee & tea



Hybrid work

APPLY NOW



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.

