



## 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 Navision 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



Sports and  
wellness offers



Pleasant working  
atmosphere

### APPLY NOW



#### CONTACT

Lavinia Elena Ciulbea

[career\\_romania@arrk-engineering.com](mailto:career_romania@arrk-engineering.com)

+ 40 726 145 778

[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.

