

MAKE YOUR MOVE.

PUREM
by Eberspächer



PUREM BY EBERSPÄCHER, TONDELA

Solutions for Clean Mobility from Purem by Eberspächer: As a specialist in exhaust technology and acoustic solutions, we are shaping the clean and quiet mobility of the future. Our innovative products improve air quality and sustainably reduce traffic noise. As a leading global player, we offer solutions for all major passenger car and commercial vehicle manufacturers. Do you want to help shape the mobility of tomorrow? In an innovative division of the Eberspächer Group? With us you can and may. Because we are constantly on course for the future.

JOIN THE EBERSPÄCHER TEAM

Plant Assistant (M/F/D)

RESPONSIBILITIES

- Perform data-entry, recording, printing and filing duties;
- Both creating and maintaining useful databases for the Plant Manager;
- Execute any administrative tasks/projects/duties as required within the function;
- Support employees with travel arrangements
- Prepare and manage correspondence, reports and documents;
- Take, type and distribute minutes of meetings
- Maintain schedules and at the same time; arrange and confirm appointments for the Plant Manager;
- Support in the organization of internal and external events;

- Handle incoming e-mails, mail and other materials;
- Set up work procedures;
- Gather function-relevant information and coordinate their flow;
- Act as the first contact between the Plant Manager and external contacts;
- Responsible for the management and organization of office supplies.

REQUIRED KNOWLEDGE AND SKILLS

- Bachelor degree or high school diploma in administration, management or similar;
- Previous experience as assistant with this type of responsibility;
- Excellent English command;
- Excellent communication skills.

Contact: jobs-pt@purem.com

Ref.: PuremPlantAssistant