



# WE'RE HIRING

## ADMINISTRATIVE ASSISTANT

LOCATION - SKOPJE

*KROMBERG & SCHUBERT is a global industrial group primarily active in automotive industry, comprises four business units: Cables, On-board networks, Plastics Technology and Mechatronics. It provides its products to the largest European car manufacturers (VW, BMW, AUDI, Mercedes, Škoda...), and employs over 50,000 people worldwide in more than 40 different locations.*

*In Macedonia, in the **Skopje region**, **KROMBERG & SCHUBERT** has built a manufacturing plant and employs over 3.000 workers.*

### **Responsibilities**

- Making presentations for the needs of management
- Support internal and external communication
- Drafting reports for the Plant Management
- Data processing and making relevant analysis

### **Requirements**

- Excellent MS Office skills, especially PowerPoint and Excel
- Relevant university degree
- Needs to have familiarity with Financial work (Previous experience with Financial work will be considered as advantage)
- Good knowledge of English language

### **We offer**

- Full support of a fast growing international corporation
- Working in a dynamic automotive industry
- Stability and self-actualization
- Competitive salary and bonuses
- Training program and exciting internal development opportunities
- Good working conditions and clean working environment
- Private Health Insurance
- Organized transport and a Canteen

For more detailed information please refer to [www.kroschu.com](http://www.kroschu.com) section CAREER

**Please send your CV & Cover letter:**



[career@ksmk-bt.kroschu.com](mailto:career@ksmk-bt.kroschu.com)