



Company Description

Magna International Inc. is a leading global automotive supplier dedicated to delivering new mobility solutions and technology that will change the world. Our products can be found on most vehicles today and come from 340 manufacturing operations and 90 product development, engineering, and sales centers in 28 countries. We have over 161,000 employees focused on delivering superior value to our customers through innovative processes and world-class manufacturing.

Magna Mirrors South-East Europe, a division of Magna Mechatronics, Mirrors & Lighting - leading supplier of innovative closure systems, modules and exterior and interior mirror systems, is opening the following position for the new Magna Mirrors factory located in Ohrid/Struga region:

RECEPTIONIST

Your Responsibilities:

- Update calendars and schedule meetings
- Maintain the office in a professional manner and acting as first point of contact for visitors and suppliers
- Prepare business travel request, booking of flights, transportation, accommodation, visas (organization of business trips)
- Support Managing Director in all administrative tasks
- Order the office supplies
- Receiving and sorting daily mail
- Coordinating internal and external events
- Preparing overviews and reports upon manager request
- Responsible for safety gear allocation to employees
- Organization of transport and catering services for employees/customers/suppliers
- Responsible for archiving
- Provide administrative and operative support to other departments/collaborators
- Participates in Employer branding activities

Who are we looking for:

- University education (bachelor's degree or equivalent)
- Good interpersonal and effective organizational skills
- Negotiations skills
- Capable of working with minimal supervision
- Ability to work under pressure
- Team player

Your preferred qualifications:

- Ability to navigate ERP software
- Good English communication skills (both written and verbal)
- Multitasking and time-management skills, with the ability to prioritize tasks

What we offer:

- Organized transportation and a hot meal
- Trainings and acquisition of new skills
- Possibilities for internal promotions
- Open and dynamic corporate culture
- Private health insurance

Fair treatment of employees is the basis of our corporate culture. Apply and join our global team of 161,000 employees

Forward. For all.

Place of work: TIRZ Ohrid/Struga

Application deadline: 21/07/2024

If you are interested to join our team and have the required knowledge and skills, please register on Magna careers page and send your application (CV) on the following [LINK](#)