

# WE'RE HIRING

## Travel Management Officer - Intern

LOCATION - BITOLA

*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 **Bitola region**, **KROMBERG & SCHUBERT** has built a manufacturing plant and employs over 5.500 workers.*

### **Responsibilities**

- Conduct standard and special analyses and make available to internal customers (GL/WL, HR)
- Manage and organize carpool (plan assignment and maintenance of company cars)
- If required, collect travel cost claims, check and forward to Finance/Accounting
- Organize national and international business travel for staff according to travel authorization (make plane and train bookings, hotel reservations as well as transfer and driver planning)

### **Requirements**

- University degree
- Fluent English; Fluent German will be considered an advantage
- PC skills on professional user level (MS Office)
- Ability to express him/herself confidently and fluently in everyday topics in written form and orally
- Ability to express him/herself absolutely fluently and (grammar-)secure any time / Mother tongue
- Ability to work under supervision and independently
- Ability to instruct others
- Structured and systematic approach
- Presentation Skills and Time Management

### **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:**



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