

# Poland Jobs Expertini®

## Executive, Senior & Junior Admins - Future Opportunities

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Company: Westinghouse Electric Company LLC.

Location: Kraków

Category: other-general

Are you interested in being part of an innovative team that supports Westinghouse's mission to provide clean energy solutions? At Westinghouse, we recognize that our employees are our most valuable asset and we seek to identify, attract and recruit the most qualified talent while recognizing and encouraging the value of diversity in the global workplace.

If you are interested in joining **Global Admin Team** we encourage you to submit your interest by applying to this requisition **for future opportunities**. As positions on the Global Admin team become available, we will review our candidate pipeline in this requisition to identify potentially qualified candidates.

Executive Admins provide administrative support for Westinghouse Executive leadership and provide professional and efficient service to meet ongoing needs such as: scheduling complex meetings, managing Outlook calendars, booking complex travels, producing and submitting expense reports, preparing PowerPoint presentations, preparing draft of correspondence, maintaining records and performing meeting minutes if required, and preparing relevant reports / summaries upon request.

Senior and Junior Admins provide administrative support for Westinghouse employees including managing company documentation, organizing and scheduling meetings, events and interviews, booking business travel for employees, managing SharePoint sites and email distribution lists and providing purchasing support.

**We offer a mobile work schedule at our Krakow office with WFH days during the week.**

**Westinghouse will retain application materials for a maximum period of three years from the year of receipt for consideration of applications for future opportunities of this position requisition. For any additional questions regarding the collection, handling, and/or use of your personal data, please see the .**

### **Why Westinghouse?**

Westinghouse Electric Company is the global nuclear energy industry's first choice for safe, clean, and efficient energy solutions. We enable our delivery of this vision by living our value system:

Safety and Quality

Integrity and Trust

Customer Focus and Innovation

Speed and Passion to Win

Teamwork and Accountability

### **What We Offer:**

Stable employment in newly created SSC in Kraków

Outstanding and supportive atmosphere of collaboration in the team and in Westinghouse group

Attractive remuneration with bonuses

Hybrid model of work, flexible working time

Benefit package with Multisport card

Life insurance

Private Medical Care

Charity initiatives

Parking space for employees

Employee referral program

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