

Office Assistant

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Company: ECOWATER SYSTEMS POLAND sp. z o. o.

Location: Dąbrówka

Category: other-general

Office Assistant

Miejsce pracy: Dąbrówka (pow. poznański)

Your responsibilities

You manage all incoming and outgoing correspondence, including regular mail and email, and distribute incoming correspondence to the correct department.

You support the various departments with the organization of internal and external meetings, business trips, booking meeting rooms, etc.

You manage the inventory of necessary office supplies and other equipment, ensuring that they are adequately replenished.

You handle the cooperation with external companies that provide administrative services, e.g. courier companies, cleaning companies, suppliers of office supplies, etc.

You will be responsible for shipments through courier services: Preparation of documentation, shipment orders, monitoring and communication of status, in particular with the service department.

You keep an overview of company lease cars: leasing contracts, follow-up on maintenance, fuel cards.

You coordinate the communication of important messages and documents within the company.

You will be responsible for keeping company records organized and manage their archiving so that these are easily accessible to employees.

You ensure a clean and attractive workplace at all times.

Our requirements

You are in possession of at least a Secondary education degree (preferably in administration, management, or related fields);

Minimum 2 years of experience in a similar position

You are a proficient user of MS Office programs and most current office equipment/tools

You have strong administrative and documentation skills

You are able to work independently and with others as a team

You are a good and friendly communicator (also in English)

You are meticulous, proactive and flexible in working hours

What we offer

Part-time employment (20 hours per week) in a dynamic international company with a lot of growth ambition

Working in a new & modern building with emphasis on a pleasant working atmosphere (including ergonomic furniture, book exchange, fresh fruit, ...)

Attention to regular feedback and personal development

Benefits

sharing the costs of sports activities

private medical care

sharing the costs of foreign language classes

life insurance

fruits

parking space for employees

transport allowance

meal subsidy

company Social Benefits Fund

voluntary participation in PPK

To strengthen our Polish team, we are looking for a Part-Time Office Assistant.

This position will be responsible for practical and administrative support in our Polish facility.

You will be based with Ecowater Systems Poland in Dąbrówka and report to the Plant & Site Manager.

ECOWATER SYSTEMS POLAND sp. z o. o.

EcoWater Systems, a specialist in water treatment equipment, is the world's leading manufacturer and distributor of water softeners for domestic and commercial use.

We design, manufacture and sell water softeners and refiners for domestic use at home. But also commercial and industrial equipment for use at schools, hotels, apartments, health care facilities, manufacturers and other higher volume water users needing high quality water, belong our portfolio.

Since end of 2021, all our products are 'Made in Europe', produced in our facility in Dąbrówka.

EcoWater Systems is part of the Marmon Group, an international company with more than 120 autonomous manufacturing and service companies all over the world and is a subsidiary of Berkshire Hathaway.

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