https://jobs.ua/job-administration-specialist-3836893

Ваш надійний помічник

Administration Specialist

Київ, 23 травня 2024

Компанія: Goodyear Ukraine (https://jobs.ua/company/id/1636364) (Всі вакансії)

Рубрики: Офісний персонал, Робота для студентів

Побажання до співробітника

Освіта:	не має значення
Досвід роботи:	бажано
Графік роботи:	повний робочий день

Опис вакансії

Company Overview:

Goodyear is a global leader in tire manufacturing and innovation, dedicated to delivering high-quality products and exceptional service to customers around the world. With over a century of experience, we continue to push the boundaries of technology and engineering to meet the evolving needs of drivers and industries. Our commitment to excellence extends beyond our products; we prioritize sustainability, safety, and community engagement in everything we do. Join our team and be part of a legacy of excellence and innovation in the automotive industry. As we continue to expand our operations, we are seeking a dynamic and motivated individual to join our team as an Office Administration Assistant in our Kyiv office.

Position Overview:

As an Administration Assistant, you will play a pivotal role in ensuring the smooth and efficient operation of our office and team. This position offers an excellent opportunity for both students and experienced professionals to gain valuable experience in a dynamic and international environment.

Key Responsibilities:

- Provide administrative support to various departments within the company.
- Assist in coordinating office activities and events.
- Manage, purchase, and renew office supplies and equipment inventory.
- Handle incoming and outgoing correspondence.
- Assist in scheduling appointments and meetings.
- Maintain office filing systems and databases.
- Perform general clerical duties, such as preparing, printing, photocopying, scanning, and filing.
- Collaborate with the IT department to provide administrative assistance and support.

Requirements:

- Fluent in Ukrainian, English at least at a communicative level
- Strong organizational skills with attention to detail.
- Demonstrated interest in IT area (knowledge of IT concepts is not required).
- Knowledge of MS Office - Outlook and Excel
- Proactive attitude and willingness to learn.
- Ability to multitask, time management, and prioritize tasks effectively.
- An active and solution-seeking approach
- Enhanced interpersonal and communication skills.
- Ability to work effectively both independently and as part of a team.
- A university or college degree would be a plus, but not required.
- Previous experience in similar roles is not mandatory but will be an advantage.

Additional Benefits and Opportunities:

- Health benefits after a trial period of 3 months, including medical insurance and gym membership compensation.

- Annual salary review and bonus based on achieved goals.
- Corporate mobile communication and provision of professional tools.
- Provision of a business laptop and the option to work from home after the training period.
- Hybrid work arrangement
- Access to high-quality training and ongoing support from more senior colleagues.
- Opportunity to work in a well-functioning and friendly team environment within a smaller open-space office.
- Tire program for employees, offering discounts on the purchase of tires.

We welcome candidates from diverse backgrounds and are open to considering students or individuals with varying experience levels. If you are passionate about contributing to the success of a dynamic international company and possess the required skills and qualities, we encourage you to apply for this exciting opportunity.

Контактна інформація

Контактна особа:	ОльгаСавенок
Сайт:	https://www.goodyear.eu/uk_ua/consumer.html
Адреса:	м. Київ, вул. Ярославская, 58 БЦ "Астарта"