

Lear, a global automotive technology leader in Seating and E-Systems, enables superior in-vehicle experiences for consumers around the world. Lear's diverse team of talented employees in 38 countries is driven by a commitment to innovation, operational excellence, and sustainability. Lear is Making every drive better™ by providing the technology for safer, smarter, and more comfortable journeys. Lear, headquartered in Southfield, Michigan, serves every major automaker in the world. Further information about Lear is available at lear.com or on Twitter @LearCorporation.

We've successfully launched our logistics hub in Skopje dedicated to managing central planning and transportation activities for Lear's seating plants across Europe & Africa.

We are currently looking for a person to join our team as **Office Assistant**. The main purpose of the role is to provide comprehensive administrative support to ensure smooth operations within the office and also to support Higher Management with administrative tasks.

Office Assistant– Logistic Center in Skopje Office

Role and responsibilities:

- Manage administrative tasks including scheduling, file organization, and internal communications.
- Manage calendars and coordinate travel arrangements.
- Maintain office documentation and records, ensuring accuracy and confidentiality.
- Oversee facility management tasks such as ordering supplies and coordinating maintenance.
- Coordinate and support visits on site, greet visitors, ensuring compliance with security protocols.
- Support financial processes including raising purchase orders, processing invoices, and assisting with audits.
- Support Lear initiatives such as social events, internal events, sustainability efforts, and special projects.
- Coordinate and communicate with internal and external stakeholders, including vendors and clients.
- Assist senior management with various administrative tasks.
- Assist with onboarding of new hires, including preparing workspaces and office tours.
- Prepare reports and presentations for regular reviews and meetings.

Expectations:

Required

- Bachelor's degree in Business Administration, Finance, or a related field.
- Fluent English and Macedonian.
- Proficiency in MS Office Suite (Excel, Word, PowerPoint),

Preferred:

- 2-4 years in an administrative or office support role.
- Experience with T&A systems, and purchasing systems.

Personal Attributes:

- Strong interpersonal skills to interact with senior management and various departments.
- Excellent verbal and written communication skills.
- Ability to handle sensitive information with discretion.
- Confident and self-assured, able to adapt to a demanding and varied environment. Flexible dependent on the changing demands of the business.
- Proactive and entrepreneurial, with a strong analytical capacity. Self-motivated and results-driven.
- Strong team player with good negotiating skills. Able to operate effectively in a team.
- Effectively prioritize multiple goals to ensure time is spent on the most valuable activities.
- Adheres to procedures and compliance requirements.
- Ability to handle ad hoc requests and provide solutions efficiently.
- Strong organizational and multitasking abilities.
- High level of accuracy and attention to detail.

We Offer:

- A dynamic and friendly work environment where your contributions are valued
- Competitive salary
- Collective health accident insurance
- Sport Master membership to support your physical fitness, mental health and overall wellness
- Fancy offices in the city center

Please submit your CV to <https://jobs.lear.com/job/Skopje-Office-Assistant/1374591533/> no later than 3rd April 2026



Making every drive better.

