

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.

KROMBERG & Schubert е глобална индустриска група која е примарно активна во автомобилската индустрија, која ја сочинуваат четири деловни единици: Кабли, On-board мрежи, Пластична технологија и Мехатроника. Своите производи ги пласира кај најголемите европски производители на автомобили (VW, BMW, AUDI, Mercedes, Škoda...) и вработува преку 50.000 луѓе широм светот на повеќе од 40 различни локации.

## OPEN POSITION – Skopje

**Во моментот бараме кандидат за позицијата:  
АДМИНИСТРАТИВЕН АСИСТЕНТ**

*In Macedonia, in the Skopje region, KROMBERG & Schubert is building a manufacturing plant and intends to employ up to 2,000 co-workers.*

*Во Македонија, во Скопскиот регион, KROMBERG & Schubert гради фабрика и има намера да вработи до 2.000 работници.*

*Нашата компанија бара кандидат кој ќе стане дел од нашиот тим за следната работна позиција:*

### Administrative Assistant

Works closely with Plant Managers and other Department Managers.

Main tasks include but are not limited to:

- 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

#### Requirements

- Ability to work under supervision
- Ability to work independently
- Ability to instruct others
- Structured and systematic approach
- Presentation Skills and Time Management

#### We offer

- Full support of a fast growing international corporation
- Stability and self-actualization
- Possibility for further professional growth
- Good working conditions

*For more detailed information please refer to  
[www.kroschu.com](http://www.kroschu.com) section CAREER*

*If you find the position interesting and you match the requirements, please send your cover letter and your professional CV in English language to  
[career@ksmk-bt.kroschu.com](mailto:career@ksmk-bt.kroschu.com)*

*Only applications in English language will be taken in consideration.*

*За повеќе информации посетете ја следната веб страница: [www.kroschu.com](http://www.kroschu.com), поле: CAREER*

*Ако сте заинтересирани за позицијата и вашиот профил одговара на барањата, ве молиме испратете го вашето мотивациско писмо и биографија на англиски јазик на [career@ksmk-bt.kroschu.com](mailto:career@ksmk-bt.kroschu.com)  
Само апликации испратени на англиски јазик ќе бидат земени во предвид.*