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Plant Management Assistant (m/f/d)

Position Summary

As a Plant Management Assistant, you will play a key role in providing administrative support to ensure efficient operation of the Plant Management Office.

To us nothing is impossible, you will have autonomy to explore your curiosity, having fun and celebrating success along the way.

The vacancy is to be positioned in Skopje - Macedonia, and will report to the Plant Manager.

Tasks:

- You will operate in a dynamic, rapidly changing environment which requires flexibility, adaptability and initiative, as well as excellent organizational and problem-solving skills. This role acts as a partner to the Management team. This includes managing the calendar, keeping them prepared, advising of outstanding issues and proactively following up.
- The ideal candidate will be experienced in handling a wide range of executive support tasks and enjoy the challenge of supporting a member of the Management Leadership team. The role requires interacting with staff at all levels, sometimes under pressure, while maintaining a high level of professionalism. Other necessary skills include attention to detail, strong written and verbal communication skills, and strong decision-making ability.
- Responsible for managing a heavy and complex calendar to ensure effective and proactive time management; interact with both internal and external stakeholders to anticipate scheduling conflicts and use diplomacy to resolve and prioritize issues.
- Proactively identify scheduling conflicts and other issues; thoughtfully assess whether manage scheduling and other tasks independently, triage to the team, or escalate.
- Manage all meeting logistics, e.g., conference room reservations, catering, greeting guests, etc.; work with meeting participants to ensure that materials are provided in advance and print if needed.
- Manage logistics for team meetings, workshops, town halls, events and functions.
- Broad knowledge of corporate operations and procedures enabling response to requests for information to determine which requests should be handled by the management, leaders or other employees.
- Represents a link between the Plant Management Office and the employees.
- Monitor costs and expenses to assist in budget preparation for the PMO Office.

General Administrative Tasks

- Facilitate incoming and outgoing communication ensuring it is responsive, welcoming and effective (telephone, electronic, hard copy and in-person).
- Develop working relationships to facilitate information flow and scheduling process.
- Prepare correspondence including drafting and editing employee communications, speaking points, and emails.
- Prepare and edit reports and presentations using Microsoft PowerPoint and Excel.



TOGETHER • LETS CHANGE TOMORROW

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- Timeline follow-up of critical activities coming from the management team meeting

- Manage Outlook Inbox, flagging items for follow-up, responding to emails as appropriate, and saving priority files to shared folders.
- Prioritize and follow up on incoming issues and concerns.
- Assist with project work, based on interest and ability.
- Archiving of incoming and outgoing documents/invoices/letters.
- Translations of documents on English or Macedonian language.

Travel & Expense Management

- Organize all domestic and international travel arrangements including complex air travel, ground transportation and hotel reservations; ensure passport and visa requirements are met.
- Prepare expense reports and track reimbursements through Concur system.
- Proactively collaborate with supply chain and finance teams to expedite purchase order workflows and initiate follow up when necessary to ensure deadlines are met.

Your Background:

- Bachelor's degree or equivalent practical experience.
- Minimum 3 years of direct executive support, administrative operations management.
- Advanced knowledge of Microsoft Office (Outlook, Word, PowerPoint, Excel and Teams).
- Experience prioritizing multiple functions, tasks, and managing work time efficiently.
- Experience on communication process.
- Ability to adhere to an expectation of complete confidentiality on all business matters.
- Ability to consistently contribute in a high-paced, changing work environment.
- Excellent communication skills, with the ability to take initiative and build excellent, productive relationships.
- Proficiency in Adobe Acrobat, WebEx, Zoom, Concur.
- Previous experience at a global organization, working with a dispersed team.
- Customer-service mindset.
- Good understanding of corporate governance and related policies and procedures.

Aptiv Rewards & Advantages

- Learning, professional growth and development in a world recognized international environment
- Access to internal & external training, coaching & certifications
- Recognition for innovation and excellence
- Opportunities to give back to the community
- Meaningful work that makes a difference in the world
- Organized transport and food
- Social activities and programs
- Working hours: 08:30 – 16:30



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Some see differences. We see perspectives that make us stronger.

Diversity and Inclusion are sources of innovation and creativity, both of which are essential to Aptiv's success. Everyday our diverse team comes together, drives innovation, pursues solutions, and meets challenges using their unique abilities, perspectives and talents, changing what tomorrow brings. When you join our team, you'll get encouraged to think boldly, express your viewpoint and innovate as a matter of habit.

Some See Technology. We See a Way to Make Connections.

At Aptiv, we don't just see the world differently; we work to change reality. That means developing technology that rewrites the rules of what's possible in the pursuit of making transportation safer, greener and more connected. Today there are more than 220,000 of us globally, located in 48 countries, and united by one mission. Join the movement and together, let's change tomorrow.

Ве молиме да се пријавите со поднесување на Ваша биографија (CV) на е-маил: Rabota@aptiv.com

Во предмет на меилот наведете ја позицијата за која аплицирате.

Рок за аплицирање за оваа позиција е до **31.10.2023**.

Само селектираните кандидати ќе бидат повикани на интервју

Сите пристигнати биографии ќе се третираат со максимална доверливост.

Со испраќањето на Вашата кратка биографија, Согласно сте Вашите лични податоци да бидат обработени за потребите на регрутација и селекција од страна на Аптив Македонија и истите да бидат зачувани во дата базата на Аптив.

*Напомена: Кандидатите можат во секое време да ја повлечат согласноста за обработка на нивната кратка биографија преку испраќање на известување на електронската пошта: aptiv.hr.macedonia.staffing@aptiv.com