

WE'RE HIRING

TRAVEL MANAGEMENT OFFICER

LOCATION - SKOPJE

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.

Responsibilities:

- 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);
- If required, collect travel cost claims, check and forward to Finance/Accounting;
- Manage and organize carpool;
- Conduct standard and special analyses;
- Preparing draft reports for the Commercial and Technical Directors;
- Preparing presentations for Management needs.

Requirements:

- University degree;
- Fluent English;
- Professional-level PC proficiency (MS Office);
- Strong organizational and coordination skills;
- Excellent ability to communicate clearly and confidently, both in written and spoken form on everyday and professional topics;
- Native-level language proficiency, demonstrating full grammatical accuracy and fluency.

We offer:

- Full support of a fast growing international corporation
- Working in a dynamic automotive industry
- Stability and self-actualization
- Competitive salary and bonuses
- Training program and exciting internal development opportunities
- Good working conditions and clean working environment
- Private Health Insurance
- Organized transport and a Canteen

For more detailed information please refer to www.kroschu.com section CAREER

Please send your CV & Cover letter:



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