



KEMET is a leading global company with an excellent reputation in the capacitor industry. Our vision is to be the world's most trusted partner for innovative component solutions. We are talent oriented; we believe the math must work, we demand speed, we provide unparalleled customer experiences, we exhibit ethics and integrity, we require no politics, we stand as One KEMET, we lead material innovation, we protect our environment. Our mission is to help make the world a better, safer and more connected place to live.

**We want to attract individuals with a global mindset who are innovative thinkers and who have a passion for performance excellence. We are looking for self-motivated, proactive individuals with a good sense of professional responsibility and work ethics for the position:**

### **General Services Specialist**

#### **Position responsibilities and duties:**

- Archive working (Invoice archiving, internal book, evidence in archive register, etc.)
- Daily input for work schedule in time attendance system;
- Organizing visits to MCD plant (transport and hotel);
- Expense reports and business trips of our employees;
- Hand over documentation for mobile phones;
- Organizing food for employees on a daily base;
- Organizing transport for employees;
- Pool car – documents and evidence;
- Post Office;
- Organizing other general services activities.

#### **Requirements and expectations**

- A minimum of high school diploma;
- Good written, verbal and listening communication skills in English;
- Ability to build and maintain positive relationships with colleagues;
- Experience using computers for a variety of tasks;
- Competency in Microsoft applications including Word, Excel, and Outlook;
- Previous experience on the same or similar role will be considered as advantage.

If you are interested in this position and believe you fulfill the requirements, please send your application (**CV and Cover Letter**), by **December 20<sup>th</sup>**, with subject "**General Services Specialist / your name and surname**" to: [macedoniacv@kemet.com](mailto:macedoniacv@kemet.com)

Only shortlisted candidates will be contacted.

The job applications will be kept in our database for one year.