



KEMET is a leading global company with an excellent reputation in the capacitor industry. Our goal is to be The Electronic Components Company; this means we will be a complete solution provider, and the first company our customers would call to develop, manufacture and market innovative solutions that meet and exceed their needs and expectations.

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 and Facility Specialist

Position responsibilities and duties:

- Operating with heating and cooling system;
- Regular check up for dryers, compressors, aspiration, furniture, electricity, water supply system and dust collector;
- Coordination with safety guards;
- Following and controlling hardware for card readers, cameras and fire protection system;
- Collecting info for office materials and requisition;
- Organizing visits to MCD plant (transport and hotel);
- Hand over documentation for mobile phones;
- Organizing food for employees on a daily base;
- Organizing transport for employees;
- Pool car – documents and evidence;
- Organizing other general services and facility activities.

Requirements and expectations

- Appropriate technical education – Electrical degree preferred;
- Excellent 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;
- Personal skills and competences: Accurate, Flexible, independent, Organized, Responsible.

If you are interested in this position and believe you fulfill the requirements, please send your application (**CV and Cover Letter**), by **February 18th**, with subject “**General Services and Facility Specialist / your name and surname**” to: macedoniacv@kemet.com

Only shortlisted candidates will be contacted.

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