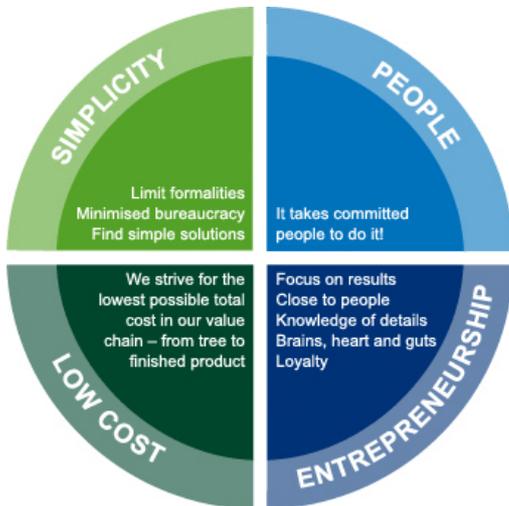


We are expanding and we want to strengthen our position in the market. For this we need committed employees/managers who are able to take responsibility and achieve results.



To strengthen our team we need people:

- who are loyal and ambitious
- who are passionate
- who are ready to learn
- who want to make decisions
- who are willing to get involved in the detail
- who love to run and can motivate people
- who search for simple and effective solutions
- who are eager to learn and are curious
- who are not afraid to ask questions
- who have a systematic approach
- who are focused on results

Do you want an exciting career in an international company in the wood industry? Do you want to share with us the experience you have and gain more? Are you interested in your own development?

EXECUTIVE SECRETARY

Place of work: FALCO Zrt., Szombathely 9700, Zanati street 26.

Main duties and responsibilities:

- Providing office support services in order to ensure efficiency and effectiveness;
- Full assistance to the shareholder;
- Translating into English and German;
- Keeping in touch with the management of other Kronospan-sites and with suppliers and customers;
- Business correspondence (e-mail, post in foreign language);
- Assisting in the planning and preparation of meetings, conferences, events
- Organizing business trips, coordination of visa application processes
- Daily administrative tasks, assisting the management;
- Handling incoming calls;

Requirements:

- Finished, min. high-school qualification;
- Fluent English AND German language knowledge;
- Advanced level computer skills;
- Excellent organizing and communicational skills;
- Analytical and problem solving skills;
- Precision, reliability, determination;
- Obedient, conscientious working manner;
- Stress and time management ;
- Ability to work in team;

If you are interested in this opportunity, please submit your application here:

<https://kronospan-candidate.talent-soft.com/job/job-executive-secretary-szombathely-2883.aspx>

BE A LEADER, NOT A FOLLOWER!