



ELEKTRONIK

[www.md-elektronik.bg](http://www.md-elektronik.bg)

Together with our subsidiaries, we operate worldwide and rank among the leading companies for data communication solutions in vehicles. Our organization excels through continuous growth, a very high degree of innovation and excellent product quality. We supply many well-known car manufacturers and system suppliers. With approximately 5,000 employees at our locations in Germany, Czech Republic, China and Mexico, our company is internationally very well positioned. At the moment MD is building another location in Vratsa (Bulgaria) where the production will start at the beginning of 2020.

To support our team we are looking for an **Office Administrator** in Vratsa for immediate hire.

## Office Administrator (m/f/d)

You are the first face clients and employees are likely to see each day so a friendly manner is essential. Your job includes reporting, data entry and keeping track of visitors as well as answering phone calls. Your role here is indispensable as you will help the company office run smoothly. It is a role that involves setting up meetings, making travel arrangements, being in charge of bookkeeping, logistics, maintenance and facility handling

### Main Duties and Responsibilities

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise office supporting staff (cleaners, driver, etc.) and divide responsibilities to ensure quality service
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Welcome guests and visitors as well as assist colleagues whenever necessary
- Coordinate the use of conference rooms and office equipment
- Deal with correspondence, complaints and queries
- Manage the stock levels of office supplies, and order new when necessary
- Book transport and accommodation
- Manage office budget
- Provide general support and assistance to operational manager, direct manager, HR, accounting and company employees/guests
- Deal with correspondence and negotiate with external providers and suppliers
- Prepare, monitor and analyze excel tables for different administrative purposes

## Experiences and Qualifications

- Proven experience in transport and customs (preferably in the automotive industry)
- University degree (Bachelor or Master) with focus on Logistics
- Well-versed experiences in international traffic, transportation (import and export) and Incoterms
- Well-versed knowledge of customs regulations and customs processes (knowledge of goods origin and preferences)
- Advanced working skills with MS Office (Excel, Word, Outlook)
- Fluent English skills, written and spoken
- SAP knowledge is an advantage

If you are interested in joining the MD Family, we are looking forward to receiving your **application** at [MDcareer@md-elektronik.de](mailto:MDcareer@md-elektronik.de)

Only short-listed candidates will be contacted.  
All applications will be treated in strict confidentiality