

Office Assistant (full-time)

CRON Europe GmbH (Düsseldorf) is a wholly owned subsidiary of Hangzhou CRON Machinery & Electronics Co., Ltd, the largest CTP manufacturer for Pre-Press in China. CRON Europe markets its products and services in Europe, Middle East, Africa and Russia.

Due to the maternal leave of a colleague, we are now looking for a full-time office assistant. Employment contract is initially 18 months, with possibility to extend. The position will be open from 1st of July. Application review will begin immediately.

Duties and Responsibility

- * Work with senior management to handle orders, regulate the import and export issues, keep sales account records.
- * Support client services related activity.
- * Documentation and inventory management.
- * Perform general office administrative duties.
- * Responsible for supporting the Regional Director.

Job Requirements

- * Bachelor's degree preferred.
- * Fluent written and verbal skills in English and German.
- * Proficiency in office computer skills (Microsoft Office), and the ability to learn new programs.
- * Self-starter with solid organizational and planning skills.
- * Good teamwork
- * Strong attention to detail
- * Drive licence and willing to learn forklift an advantage (company will pay forklift drive course)

Benefit to You

- * Work with a multi-culture team in an international business
- * Friendly and motivating work environment.
- * Acquisition of multiple skills

Please apply per email (isabel.zhou@cron.com.cn) with the subject: Job application for office assistant, and attach a resume with photo. We will confirm per email when we receive your application. All qualified applicants will be contacted. You can scan the QR code to record the contact information.

To learn us more, you are welcome to visit our facebook page:
<https://www.facebook.com/croncommunity> or URL: www.cron.com.cn.

