

Admin Assistant

Your Tasks

- General office administration work
- Translations of documents; Vietnamese - English
- Correspondence with authorities; landlords, customers and ENERCON departments
- Contact person for incoming phone calls
- Meeting arrangements and post processing of meetings
- Invoice and documents handling
- Ordering of office equipment
- Travel arrangements for ENERCON employees
- Research activities for purchasing goods in Vietnam
- Process creation and handling in ARIS
- Assigned tasks by supervisor

Your Skills

Professional:

- Bachelor of business administration or similar
- Good command of the English language

Strong communication skills

- Ability to work under time pressure and stress resistance
- Ability to work in a team
- Cross cultural understanding
- Self organization skills
- Open minded

Applied Software

- Microsoft office (Excel; Word; Outlook)
- Lotus Notes, SAP, SAM, SRM

DRIVING THE FUTURE

Innovative ideas are the hallmark of our successes and move us on. We are passionate about realizing wind energy projects across the globe and meeting tomorrow`s energy technology challenges. You and your engagement can make a contribution to shape the future of renewable energies.

APPLY NOW!

Are you interested? Then please submit your application (CV, motivation letter, certificates, earliest starting date and your salary expectation) via email to:

VN-recruitment@enercon.de

Please include the Reference code.

Location: Ninh Thuan

Contact:

uyen.duongnhut@enercon.de

+84-96-102-6586



www.enercon.de/karriere