

Travel Coordinator & Administration Support (m/f/d)

Your Tasks:

- Travel management within own country
 - Handle trip requests of employees and book the needed travel means for them;
 - Look out for their security, comfort and the costs of the business trip;
 - Be the 1st level support of any booking tools used;
 - Look out for compliance with the travel policy;
- In-country support
 - Be the first point of contact for other Travel Coordinators in need of country specific information such as suppliers, payment methods;
 - Support them arranging trips to the country if necessary;
- Overview of travel in the Country
 - Regular reporting of travel volume, costs etc.;
 - Source best in country options for systems, suppliers etc.;
- Supplier negotiations
 - Negotiate ENERCON rates with hotels within the country, also for other ENERCON entities to be used;
 - Acquire new suppliers if necessary;
 - Keep close contact to Global Procurement and the German HQ on any tender/negotiation;
- Invoices and credit card statements
 - Check and release travel relevant invoices;
 - Handle the travel credit card statements;
- Administrative tasks
 - Archiving all necessary documentation;
 - Update the Address book in Lotus Notes;
 - Support Management Assistant in the travel expenses reports verification;
 - Archiving Materials Management documentation;
 - Communication with lawyers (e.g. contracts for the building, external vendors etc.);
 - Management of correspondence (post);
- HSE duties and responsibilities
 - Follows (safety) instructions;
 - Takes care of order and cleanliness of the workplace;
 - Actively participates in HSE training and instructions;

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.

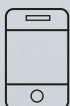
APPLY NOW!

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

Location: Chalandri / Athens (Greece)

Contact

HR Department
hr.hellas@enercon.de



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- Is actively involved in HSE by, among other things, reporting dangerous situations;
- Ensures safety for him-/herself and others by having a proactive attitude;
- Functional requirements

Powers / competencies:

- Works autonomously;
- Takes initiative and is proactive;
- Advanced communicational skills;
- Good organizational skills;
- Ability to work in a team;
- Ability to handle conflict;
- Flexibility.

Skills

- Travel Industry or Business administration degree;
- Bachelor Bachelor (Bachelor's degrees, e.g. from an institution of higher education, university, technical university, university of applied sciences or vocational academy);
- At least 2 years in the travel sector or another beneficial area,
- SAP (CRM) knowledge;
- Computer literate familiar with MS Office software and Online Booking Tools;
- Fluency in German & English language;
- EU Class B driving license.

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