

Office Assistant

Your tasks

- General administrative tasks and support such as answering phone calls, writing business letters as well handling other business correspondence
- Data entry and administration
- Reports and daily operations tasks
- Organization of meetings, trainings and briefings
- Trip planning; ordering office supplies
- Steady communication with our head-office in Germany
- Other duties as assigned

Your skills

- Experience of working in an office environment would be advantageous
- Advanced user in MS-Office; knowledge in using SAP would be an advantage
- Excellent English communication skills, both written and oral; any other language, especially German would be a benefit
- Ability to effectively communicate with all levels of management and staff
- Well-organized, keen attention to detail, able to multi-task and handle deadlines
- Ability to work independently and within a team environment

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!

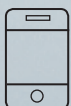
Interested? Then please submit your application (including English CV, cover letter, certificates, earliest starting date and your salary expectations) via email to

application-international@enercon.de

Please include the reference code.

Reference code: JA00005

Location: Tokyo



karriere.enercon.de