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Plant tomorrow's ideas.



Office assistant (f/m/w) for the Bucharest office

KWS Seminte SRL is looking for an Office assistant (f/m/d) for the Bucharest office to act as a binding link between the Management and the rest of the KWS Team ensuring a smooth information flow, as well as a main interface between KWS and outside business environment.

This exciting position will be permanent and full-time and is to be filled at the earliest date possible.

Main responsibilities:

- Supporting the activity of the Country Manager with the following tasks: preparation of presentations, agenda coordination, preparation of different documents and planning and preparing business trips
- Providing for uninterrupted informational flow internally and externally
- Organization and scheduling of internal meetings and events and provide the necessary products for protocol, coordination of participation of KWS employees in external meetings and events; preparation of meeting minutes when applicable.
- Registering of all incoming contracts from the service providers and customers and archiving them.
- Activities regarding Property management
- Contract and service management (insurance, Telecommunication service, Car leasing and maintenance)
- Correspondence, post and mail handling, including registering, archiving and distributing to the respected KWS employees
- Travel support to employees and colleagues
- General administrative duties such as reception desk activities and procurement of office supplies
- IT responsibilities: such as ordering IT equipment for employees, keeping in contact with the IT team and the external service provider, making IT inventory

Candidate profile:

- Qualification: completed vocational training or high education studies
- At least 1 year experience on a similar position
- IT skills (MS Office)
- Excellent proficiency in native language, oral and written
- Foreign language proficiency: English (fluent)

Personal and social skills:

- Accustomed to work independently
- Analytical and structured
- Ability to communicate and cooperate with others
- Ability for integration and assertiveness
- Organizational talent
- Team player
- Business etiquette knowledge as well as ease in setting up contacts with third parties and represent KWS in a professional way

Our benefits - Seeding the future starts with KWS:

- As a family-run company, we are guided by the values of closeness, reliability, foresight and independence - this culture is lived in practice, creating an open and friendly working atmosphere. Adherence to ethical principles is a top priority for us
- True to our motto "Make yourself grow", we promote the professional and personal development of our employees
- Finally, this position includes an attractive salary package and a medical subscription

Make yourself grow and become part of the KWS success story!

Did we spark your interest? Then send your application (cover letter, curriculum vitae, relevant certificates) via our online system!

About KWS

KWS is one of the world's leading plant breeding companies. With the tradition of family ownership, KWS has operated independently for more than 160 years. It focuses on plant breeding and the production and sale of seed for corn, sugar beet, cereals, potato, rapeseed, sunflowers and vegetables. KWS uses leading-edge plant breeding methods. 5.700 employees represent KWS in more than 70 countries.

For more information: www.kws.com/career. Follow us on LinkedIn® at <https://www.linkedin.com/company/kwsgroup/>.

Our data privacy policy for candidates is available on www.kws.com/dataprotection. Please select the country where the job you applied for is posted in and, if applicable, the specific business unit.