

# Assistant Manager



AYMEXCO S.R.L

**Offer type** † Full time  
**Career level** † Experienced (Non-manager), Manager / Executive  
**City (Cities)** † Satu Mare  
**Marketing**  
Marketing  
**Offer domains** † Management  
**OfficeJobs**  
Secretarial  
Administrative

**Available positions** † 1

Writing Consulting Contracts and official Letters to Authorities and Clients

Customer Relation Management / Client Relations  
Managing Administrative Documents  
Preparing Administrative Documents  
Preparing Analyzes and Financial and Investments Plans for General Manager decisions  
Coordinating Employee Working Schedules

Administration of Employee

Responsible for Office and Inventory Management

Responsible for Controlling Work Performance of Employees

Goal Setting for Employees and Job Description updates.

Coordinates the AGENDA of the Director General

Control of Company Expenses ( Analyzes ) and Cost Reduction Plans

Organizes Meetings with Clients in Contracting Issues

Keeps the Contact to other Company Departments  
Travels abroad to see Clients

Reports to the General Director

Receives special Procura to full fill her Responsibility in the absence of the Director General

## Requirements

Very Good Computer Acknowledge  
Microsoft Office Programs ( Power Point, Excel , Word Outlook)

**Fluent English** in Writing and Reading

other languages are advantage 1

Loyalty to Rules

Patience

Result Oriented

Creative at Work

Integrity and Career Oriented

Quick Learning Skills and adaptations to different Situations

Professional Business Behaving Verbal and Written form

Dress Code

Analyze Oriented

Being strict in work procedures

Willing to Develop the Know How and learning new Know How

Interesting in working with People

Time Management Oriented

Efficiency Oriented

Organized in Documents and Computer Files

Has Lead Qualities as TEAMLEADER !

**Offer (bonuses, benefits)**

**Above Romanian Standard Salary Model. Yearly Bonus and Gratifications. Company Car.**

Opportunity to become the Position of Country Manager

Other Bonuses and Modalities will be given at Interview.

**We will be glad to meet you at the Interview .**

Please send your full CV along with an actual Picture by email to:

[office@aymexco.eu](mailto:office@aymexco.eu)

**The Management AYMEXCO SRL**