

Logena Automotive delivers quality solutions in product development and embedded software projects. We can provide the integration of modern electronic systems in vehicles and develop our own products for the international automotive industry. Our goal is to create the ideal mix between electronics and software applications for the automotive industry.

For the expansion of our team in the USA we are looking for a:

Part-Time PA to Management / Office Assistant

As a Personal Assistant / Office Assistance you will be, besides supporting the President & CEO as much as possible, also responsible in supporting the entire Logena team, that includes our HQ in the Netherlands in tasks such as: planning meetings, booking trips, screen mail/e-mail, handling all incoming phone calls, take and process minutes, responsible for the administration, office supplies, welcoming guests and preparing the meeting room as well supporting the M&S team in the organisation, coordination and preparation before and during trade shows.

Requirements:

- Graduated with minimum High-School degree level
- Superior customer service and communication skills required
- At least 1-3 years of relevant work experience
- Proactive, professional and positive attitude and appearance
- Efficient and able to work under pressure
- No 9 to 5 attitude
- Ability to work independently
- Self-motivated and organized
- Knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Familiar with Financial Administration software and processes would be a plus
- Accurate and eye for detail

We offer you a challenging work environment where you will work on achieving a recognizable product for large international companies. Together we ensure the continuing growth of Logena Automotive.

If you like to work in an ambitious and young team, if you are not afraid of achieving goals on your own, if you are able to make creative solutions and if you think you can make things to a success, please contact us!

If you are interested then please send your motivation and resume to: Jobs@logena.com

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