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ADMINISTRATIVE ASSISTANT WITH AN UNDERSTANDING OF PRODUCTION (M/F/D)

Full-time or part-time from
25h

Type of employment

St. Georgen bei Grieskirchen

Location

Finance

Area



Anna Maria Rab

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VIEW JOB ONLINE

Your responsibilities:

- Preparatory tasks for production controlling (post-production costing and interim costing)
- Monitoring and timely completion of production orders
- Checking bills of materials, as well as material and labour costs, for completeness and plausibility
- Analysing and resolving discrepancies in production and material data
- Preparing reports and compiling key performance indicators
- Supporting work planning, production and logistics in the completion of orders
- Working closely with work planning, production, logistics and procurement to ensure smooth processes

Your profile:

- Completed commercial or technical training (apprenticeship, HTL, HAK or equivalent)
- Initial professional experience in a manufacturing company, ideally in the metal sector
- Proficiency in Microsoft Office (particularly Excel)
- Enjoyment of working with figures, data and analyses
- Analytical thinking and an interest in production and cost relationships
- A structured, precise and independent approach to work
- Strong communication skills and a strong ability to work as part of a team
- Very good written and spoken German

What you can expect:

- Modern equipment and well-equipped production halls
- Numerous additional benefits: fruit, company doctor, gym subsidy, ...
- Opportunities for professional development within a successful industrial company with a family-like corporate culture
- Canteen serving regional specialties
- Option to work from home (max. 1.5 days per week)

Does this job appeal to you? Then apply now – we look forward to getting to know you!

For this full-time position, a gross salary starting at 3,000 euros is on offer. We are happy to offer a higher salary depending on your professional experience and qualifications.