

# Stellenbezeichnung: Technical Assistant to the VP Supplier Risk Management (m/w/d)

Anforderungskennung 19299 - Veröffentlicht 18.05.2021 - (Graz) - Magna Corporate - Magna Corporate (EU) - Magna Automotive Europe GmbH (Österreich) - Supply Chain - Vollzeit



**Jobnummer:** 19299  
**Gruppe:** Magna Corporate  
**Division:** Magna Automotive Europe GmbH  
**Art der Beschäftigung:** Festanstellung  
**Standort:** Graz

## Gruppenbeschreibung

Bei Magna entwickeln wir Technologie, die die Branche aufrüttelt und dringende Probleme der Verbraucher, unserer Kunden und unserer Umwelt löst. Wir sind der einzige Anbieter von Mobilitätstechnologie, der ganzheitliches Fachwissen über Fahrzeuge vorweisen kann.

Qualität und kontinuierliche Verbesserung haben für uns höchste Priorität, da unsere Produkte tagtäglich das Leben von Millionen von Menschen beeinflussen. Aber uns macht weit mehr aus als unsere Produkte. Wir sind eine Gruppe von Menschen mit starkem Unternehmergeist, deren kollektives Know-how uns einen Wettbewerbsvorteil verschafft. Bei World Class Manufacturing ist der Weg das Ziel, und es sind unsere talentierten Mitarbeiter, die uns auf diesem Weg anführen.

## Job Introduction

You will work globally and closely with all staff particularly Regional Managers and Purchasing Leads. This is a key and demanding central role reporting directly to the Vice President Supplier Risk Management. All departmental activities flow through this position which requires processing, organization and reporting. You have to provide professional administrative & coordinating support to the operational teams. There is an expectation for value-add input to improve overall back-office operating efficiencies. Some tasks include controlling the operations through standardized guidelines, checking and determining schedules, ad hoc analysis & reports, communicating, coordinating and organizing the departments.

## Major Responsibilities

- Provides all office support services including filing documents, scheduling meeting, telephones and other activities directed by the Vice President
- Manages departmental logistics including distributing mail, producing and distributing
- Correspondence memos, letters, distribution lists, organizational charts, ordering office supplies etc.
- Takes minutes of meetings and posts the approved minutes
- Ensures administration, operations & organization of the department globally
- Assists with the uploading, tracking, maintaining and archiving & retrieving of completed review workfiles into databases
- Ensure compliance with set standards such as travel for staff according to departmental guidelines and the Magna Travel Policy
- Provides standard & ad hoc statistics and reports as directed by the Vice President
- Adapts and is mindful to suggest practical solutions, alternatives and improvements
- Demonstrates commitment to on-going professional development by completing relevant continuing professional education activities on a regular basis
- Provides consistent regional and global support to Magna family stakeholders and suppliers, fostering good working relationships
- Assists with other various ad-hoc and cross-functional management projects as identified
- Will organize, aid, track, analyze, report and advise on the regional and global budgetary processes

## Knowledge, Education and Work Experience

- Higher education in business administration, international business or related field and/or equivalent experience
- Work experience within an international company is an asset
- Experience in the automotive industry

## Skills and Competencies

- Very high level of confidentiality in handling sensitive employee and company information
- Advanced Microsoft Office knowledge (Word, Excel, Power Point, Teams), SharePoint, SAP (other programs are an asset)
- Excellent organizational skills
- The desire to work independently, to take responsibility and to handle deadlines
- HR know-how is an asset
- Excellent German and English language skills (written and oral)
- Highly dedicated and motivated, hands-on mentality
- Excellent communication and networking skills
- Proactive and open minded

## Additional Information

For dedicated and motivated employees, we offer an interesting and diversified job within a dynamic global team together with the individual and functional development in a professional environment of a global acting business. Fair treatment and a sense of responsibility towards employees are the principle of the Magna culture. We strive to offer an inspiring and motivating work environment. We offer attractive benefits (e.g. employee profit participation program) and a salary which is in line with market conditions depending on your skills and experience.

We offer a min. gross salary of EUR 56.000 for this position depending on qualification and experience.

If you are interested in this position, we are looking forward to your application!

## Application

Please send your meaningful application to klaus-peter.noest@magna.com