



TAKRAF Group, through its established and well-known brands, TAKRAF and DELKOR, provides innovative technological solutions to the mining and associated industries. With about 1,000 employees across Europe, Africa, Asia, the Americas and Australia, we offer exciting and challenging global career opportunities.

Team Assistant (m/f/d)

Permanent, part-time (25-30h) position – to start as soon as possible in Leipzig, Germany.

Your tasks:

- Independent office organization and administrative support for the commercial and IT departments
- Planning and organization of business trips, events, and meetings
- Welcoming and assisting guests, organizing catering and meeting schedules
- Assisting in obtaining visas for employees and guests
- Maintenance of attendance statistics
- Assisting in the selection and booking of training courses
- Managing and ordering office supplies and assisting with other business-related tasks

We offer you:

- Permanent employment contract
- Part-time with 25-30 hours per week (5-days per week)
- Flexible working hours and partially mobile working
- 30 days of holiday
- Pay in accordance with the collectively agreed pay scale, holiday pay and Christmas bonuses
- Individual professional development opportunities
- Annual feedback discussions
- Company pension plan and health care
- Regular team events (summer party, sports tournaments, etc.)
- Free coffee and on premise cafeteria
- On premise car park and secured bicycle parking
- Office easy to reach by public transport

Your profile:

- Completed commercial vocational training
- 2 to 5 years of relevant professional experience
- Dynamic, proactive and well-structured way of working with a hands-on mentality
- Strong communication skills, ability to work in an international team and high intercultural competence
- High integrity and confidentiality
- Flexibility and efficient time management skills
- Comprehensive knowledge of MS Office
- Fluent in written and spoken business English and German (C1 - C2) required, other foreign languages are an advantage

As a **Team Assistant (m/f/d)** you can expect varied tasks within a technical and international environment. You will be supported by a dynamic and highly motivated team.

Become part of it!

Learn more about our global Group, our innovative products and technologies, the relevance of our solutions for a decarbonized world and more about your career with us at www.takraf.com.

Now it's your turn!

If this opportunity interests you, send your application to: jobs@takraf.com.

For any initial enquiries you may have, **Mrs Michelle Lammel** will be pleased to assist you.