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## Technical Assistant Plant Management (m/f)

**13.10.2020**

In order to support the Plant Management department at our factory in Kavadarci, we are searching for highly motivated professionals who are ready to face the challenges of the international markets with openness, flexibility and enthusiasm.

### Tasks:

- Provide administrative and organizational support as well as provide project support and handle specific topics
- Provide technical assistance and support to Plant Management and supports the document control function
- Participate in a specialist field by preparing statistics and documents necessary for lecture meetings and plans
- In conjunction with the Head of Production, participate in projects and ascertains the objectives necessary to meet Production, Maintenance and Plant safety standards
- Administer, maintain and update documentation and e-files related to the production process
- Regularly informs on progress towards objectives and of problems or potential problems in meeting established goal

### Profile:

- Bachelor degree in Technical Studies/Mechanical Engineering
- Fluency in English and/or German language
- Excellent command in Microsoft Office, Word, PowerPoint, Excel, Adobe and MS Project, advanced MS Access
- Comprehensive mechanical engineering knowledge
- Knowledge of Root-cause analyses tools (Ishikawa, 5Why)

The application deadline is **21.10.2020**

Job ID: **Technical Assistant Plant Management**

If you are interested in the position, please **send your CV in English electronically by e-mail: [applications\\_macedonia@draexlmaier.com](mailto:applications_macedonia@draexlmaier.com)** with a subject: **Technical Assistant Plant Management**