

Office Assistant

Date: 02-Mar-2022

Location: Cluj-Napoca, Romania

Company: Alstom

We create smart innovations to meet the mobility challenges of today and tomorrow. We design and manufacture a complete range of transportation systems, from high-speed trains to electric buses and driverless trains, as well as infrastructure, signalling and digital mobility solutions.

Joining us means joining a truly global community of more than 75.000 people dedicated to solving real-world mobility challenges and achieving international projects with sustainable local impact.

**Office Assistant
(Cluj-Napoca)**

Your mission?

Your mission will be to act as a liaison between management and employees in our organization. Also, you will be responsible for a variety of tasks including day to day office/admin activities.

More specifically you will be responsible to:

- Manage our department's working space, parking space, cleaning services, repairs and refurbishes;
- Keep track of site's equipment - assignments, orders, deliveries, handovers;
- Assure office supplies, kitchen supplies & other consumables in our department;
- Keep the department's email distribution lists up to date;
- Raise budget requests for GPC (Global Procurement Center) department;
- Process in change, to be aligned with new Alstom procedures of ticketing;
- Manage communications, correspondence, deliveries for/from our department;
- Gather and check our department's forms, sending out a monthly report to Finance department;
- Make sure Health & Safety regulations are up to date and followed inside our department;
- Align with our site buyer on organisational topics, creating and maintaining a good relationship with our suppliers;
- Assist and support our department director in organisational activities;
- Host onboarding days, create welcome packages, equipment handover;
- Create reports, managing calendars, sending out communications, event organising;

Your profile?

- Degree level qualification
- 1-3 years' experience in a relevant position
- Fluency in English
- Good communication and collaboration skills, initiative and autonomy

About us

An agile, inclusive and responsible culture is the foundation of our company where diverse people are offered excellent opportunities to grow, learn and advance in their careers. We are committed to encouraging our employees to reach their full potential, while valuing and respecting them as individuals.