

Turkey Jobs Expertini®

Administration Affairs Specialist

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Company: Hyundai Motor Europe GmbH

Location: Turkey

Category: other-general

Hyundai Türkiye invites you to become part of one of the world's leading car manufacturers. Being part of a global company with flexible and motivated professionals, you will master diverse challenges and work in a dynamic environment. We love to defy conventions and drive ambitious future plans with responsibility when it comes to innovation. We need the right team and therefore, we need you. At Hyundai, we believe that the success of our organization depends on our individual members. That is why we also commit to supporting them in their personal development. Join us for creating future mobility.

If you want to know more about us, then visit our accounts.

Website:

Instagram: hyundaikariyer

We want you to:

Managing company car processes

Global Security Management (ISO 27001 standards)

Operational process improvement and reporting

Budget and invoice monitoring about responsible operations

Continuous fulfillment of customer demands

Subcontractor management in the field of responsibility

Following department projects and performance results (KPI)

Monthly service invoice tracking and reporting with analysis

Following up daily service process due to operational standards

Continuous improvement studies, providing up-to-date of method/regulations

You will also need to have:

Having bachelors degree in social sciences

Fluent in English language ability in both written and speaking

At least 3 years of experience in related/similar departments.

Advanced planning and organizational skills and follow up.

Excellent command of Microsoft Office programs (SAP knowledge is a plus).

High reporting and analysis skills.

Strong communication and compatible with teamwork.

Open to self-development and learning.

No military obligation for male candidates.

Driving licence (B class) & active driving experience.

We Offer

██████████ on a global level and recognized internationally,

Chance to enhance your competencies and unlock your potential,

Structured training and ongoing career development,

Hybrid working model,

Flexible working hours (Flextime),

Flexible benefits,

Comprehensive private health insurance,

Casual dress code

“Hyundai Türkiye is an equal opportunity employer and promotes diversity in the workplace.”

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