

Turkey Jobs Expertini®

Administration Associate

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Company: JTI

Location: Izmir

Category: other-general

We're JTI, Japan Tobacco International and **we believe in freedom**. We think that the possibilities are limitless when you're free to choose. In fact, we've spent the last 20 years innovating, creating new and better products for our **consumers to choose from**. It's how we've grown to be present in 130 countries.

But our business isn't just business. Our business is our people. Their talent. Their potential. We believe **when they're free** to be themselves, grow, travel and develop, **amazing things can happen for our business**.

That's why our employees, from around the world, choose to be a part of JTI **it is why 83% of employees feel happy working at JTI**. And why we've been awarded **Global Top Employer status, nine years running**.

So when you're ready to choose a career you'll love, in a company you'll love, feel free to #JoinTheIdea.

Learn more:

Administration Associate

Position Purpose:

The main purpose of the role is to ensure effective & timely management and implementation of administration services of JTI Turkey organization.

This position will be based in **Izmir, Torbali**, and will be reporting to the **General Services Manager within the People & Culture department**.

What will you do – responsibilities:

Responsible for planning and managing the implementation and improvement of contractors

(cafeteria & kitchenette services and cleaning services) of JTI Turkey

Responsible for effective management of contractor management process (legal documentation, negotiations, contracts, policies & procedures, and budget)

Responsible for the effective & timely management of the uniform process of all factory employees

Responsible for the management of courier/ cargo services of JTI Turkey

Responsible for timely management of stationery services of JTI Turkey

Responsible for asset and cost center budget plannings, creating PR/FO, and month-end closing process of all employee services

Responsible for supporting transportation and security services, office and contractor management processes of JTI Turkey

Who are we looking for – requirements:

University Degree in Business Administration or Equivalent

7-10 years of work experience in a similar position

Advanced level of written & spoken English

Good knowledge of P&C processes

Advanced Level MS Office (Excel, PowerBI) applications knowledge

SAP knowledge is a plus

Military service must be completed for male candidates

Excellent time management and organizational skills with a proven ability to manage multiple projects, and achieve results with close follow-up

High communication and follow-up skills

Recruitment Process:

Thank you very much for your interest in the role. You are welcome to apply.

We provide feedback to all candidates.

Talent Advisor based in JTI Global Business Service in Poland may call you with the phone code +48.

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