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Administrative Affairs Responsible

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Company: lesaffre

Location: Ceyhan

Category: other-general

Job area Human resources Category Baking Location Ceyhan, Türkiye Contract type

Permanent Contract

Job description

Under its responsibility, the supplier is entitled to rights, checks its invoices and forwards the invoice distributions to the relevant units,

Administrative management system and departments through responsibility,

Failure and organization of security and cleaning contractor company personnel,

Being responsible for garden maintenance and cleaning throughout the building, and being responsible for the management and management of the landscaping team,

Planning and organizing the use of pool tools,

Carrying out activities related to building maintenance, repair and maintenance,

Determining, tracking, supplying and providing details regarding building consumables (tea, coffee, paper towels, stationery, printing processes, etc.),

To make and control general area, common area and cleaning records,

Administrative affairs, monitoring and reporting the annual calendar,

Carrying out cost-oriented development studies for Administrative Affairs services (energy/water expense savings plans, environmental studies, etc.)

Working and cooperating with the Purchasing Department to ensure that Administrative Work is achieved at the desired level, quality and cost.

Qualifications

Responsible for administrative affairs

Having relevant knowledge of universities or graduating from Vocational Schools,

Minimum of 3 years in Administrative Affairs,

Able to use MS Office programs well (preferably knowing SAP),

Strong communication skills and suitable for team work,

Quick formation and ability to adapt to priorities,

Having a result and solution oriented working approach

Military service has been completed for male candidates,

Able to drive actively,

No travel restrictions.

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