

Administrative Office Assistant

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Company: BorgWarner

Location: Izmir

Category: other-general

Reliably delivering what's needed today

Today as creating solutions that support a cleaner, more energy-efficient world. This requires a commitment to constantly improve the transportation of people and things. We, at BorgWarner, made that commitment decades ago and have since been creating technologies to improve efficiency, emissions and performance in all types of vehicles.

Constantly pursuing what's next

We are the industry leader in clean, energy-efficient propulsion system solutions for combustion, hybrid and electric vehicles. We uncover strong trends and use smart science and technology to address a future based on varying regulations, consumer demands and automaker requirements.

Product leadership that's changing the world

Partnerships with customers and suppliers around the world. We leverage these relationships to gain a deeper understanding of the challenges at hand and then do what it takes to develop the next solution. Our strong operations and commercialization expertise result in high volume availability of competitive, efficient products that truly drive change.

BorgWarner PowerDrive Systems is currently looking for **Admin / Office Assistant**

Responsibilities

Ensure the day-to-day administrative management of the office.

Organising and coordinating internal events, customer and visitor visits.

Help organise external events as required.

Managing business travel expenses.

Coordinating the maintenance of office equipment.

Ensuring the smooth running of facilities and facilitating repairs where necessary.

Manage office supplies and maintain necessary stock levels.

Welcoming visitors and directing them to the appropriate contacts.

Other ad hoc tasks may be assigned as required.

Requirements

Knowledge of the free trade zone in Izmir

Previous experience in versatile administrative and facilities management roles (+/- 3 years)

Proeficient with MS Office tools (Outlook, Word, Excel, Powerpoint)

Fluent in English & Turkish.

Excellent presentation and communication skills and experience.

Able to work independently and proactively in a dynamic environment.

EEO Statement

It is the policy of BorgWarner to provide equal employment opportunity to all applicants/employees regardless of age, colour, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, marital status or any other characteristics covered by federal, state or local law.

Let's see how we can delivering innovative and sustainable mobility solutions for the vehicle market together.

BorgWarner Recruitment Team will connect with You. Talk to You soon.

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