



For our headquarter in München-Unterschleißheim we are looking for an

Assistant (m/f/d) Strategic Business Unit PVC



Your tasks:

- General secretarial work/assistance and support for Management
- To include assistance in the preparation of monthly reports and presentations
- Assisting in compilation and distribution of market statistics to relevant colleagues in the Baerlocher group of companies
- Organising relevant travel planning and administration for key department members
- Visa service for travelling colleagues
- Handling purchase requisitions for the department
- Back up assistance to PR department in case of holidays and absence

Your profile:

- Successfully completed commercial education (in minimum two years) and/or
- Several years of relevant professional experience
- Fluent in German and English (spoken and written)
- Good knowledge of MS Office and SAP
- Self-driven, resilient and proactive
- Methodical approach

We combine the principles of responsible care with global presence and a high willingness to invest and innovate. We offer you a modern workplace with continuity, financial stability and a range of additional benefits, in a region with an excellent quality of life.

If you are interested, we are looking forward to your application. Please send us your complete documents including your desired salary and earliest possible starting date per email or online application.

The Baerlocher group of companies is one of the world's leading additive suppliers, drawing on experience from more than 190 years of company history. Our expertise in the production and use of plastic additives is closely linked to the success story of plastic materials.

Sixteen production sites worldwide as well as a sales network in over 40 countries make the Baerlocher group of companies a strong partner. This global presence and 1150 employees worldwide make sure that we stay close to our customers.

Baerlocher's corporate philosophy is characterized by quality, innovation and customer service, and is put into practice every day by Baerloch's dedicated staff.

For more information please visit our website www.baerlocher.com.

Baerlocher GmbH
Human Resources Management
Freisinger Str. 1
85716 Unterschleißheim
E-Mail: hrm@baerlocher.com

BÆRLOCHER



we add character to plastics