



Work and ... Life and ...

At the Willi Elbe Group in Valle de Santiago – as

Management assistant (f/m/d)

With roughly 1.000 employees in 8 international locations, the Willi Elbe Group works hard from Swabia to China. Together we are a leading developer and producer of drive and steering technologies for the world's most exclusive vehicles – from cars and motorcycles to vehicles for commercial use. And because we know that life is not just about work, we place a high value on our collegial work atmosphere and excellent work-life balance.

Main responsibilities

- Administration of the confidentiality agreement
- Member of the Safety and Health committee
- Translation documents and emails, Interpretation to Spanish; fluent English required, German speaking is advantage
- Support on customer / corporate visits
- Human resource tasks such as management of time accounts / payroll incidents / recruitment / new employee induction

Qualification requirements

- Bachelor degree, German graduation preferable
- 2 years related working experience in German company, also excellent graduates
- Good command of oral and written English & German
- Software knowledge: (Microsoft word, excel, PowerPoint and outlook)
- Strong in communication, interpersonal skills
- Mature, responsible, takes initiative, positive and caring

Your Application

Is it your time to shine? Then please send your outstanding application materials, including your salary expectations and availability, to our Human Resources Department – Rudolf.Toth@willielbe.mx, +52 (464) - 6435 7210, is looking forward to hearing from you.

The Willi Elbe Group as Employer



Opportunities for further education, a permanent work contract, fair-market salary and so much more: to discover what's behind these icons, visit the career portal on our website.