

MANAGEMENT SYSTEM ADMINISTRATOR

Key responsibilities:

- participation at management of the company management system
- Business Process Management in an ERP environment
- collaborating on the business processes standardization
- collaboration on writing of business documentation
- development and participation on internal and external audits
- giving training in the corporate management system
- collaboration on the enterprise improvement projects

Education and Experience required:

- university degree in engineering or master studies
- English – level B2 (at least)
- ability to make independent decisions
- knowledge of ISO standards for quality management and integrated management of organizations
- advanced user knowledge of IT – MS Office, Adobe
- good communication skills
- reliability
- no criminal record (extract from the criminal record required)
- driving licence B – active driver
- German (advantage)
- knowledge of company documentation management principles (advantage)
- knowledge of process management principles and process diagrams (advantage)
- knowledge of the bases of internal audit (advantage)
- basics knowledge of improving business processes methods (advantage)
- basics knowledge of the project management (advantage)

What you can expect:

- background of stable and perspective company
- 13th and 14th salary
- 5 week vacation

- rich bonus program
- transport allowance
- subsidized meals
- life insurance or pension scheme contribution
- regular vocational training
- flexible working hours

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