



## JOIN US TO MAKE A DIFFERENCE.

Kärcher leads the market in cleaning systems, products and services; representing quality, innovation and sustainability. We owe this success to our personnel, who demonstrate their commitment every day on behalf of our company and our products.

As a family owned organization, with well-developed corporate structures, we can offer exceptional career prospects. Interesting challenges and opportunities for knowledge transfer provide a perfect platform for your individual career planning and personal development.

We are looking for committed staff that value teamwork and can, together with us, deliver what makes Kärcher special – always providing the best, without exception.

### ▶ Your contact

**Kärcher Romania**  
**HR Department**  
**Bucharest, sos. Odaii no.439**  
[Resurseumane@kaercher.ro](mailto:Resurseumane@kaercher.ro)

Extraordinary tasks call for extraordinary people. We look forward to your dedicated support of our Administrative department at our company headquarters in Bucharest.

## Executive Assistant

### ▶ Your tasks include

- Meeting management: scheduling and setting up internal and external meetings including agenda management, minute taking, action tracking and relevant communication
- Management calendar: supporting the Managing Director and Directors, and administration of all shared calendars
- General office duties as required and provision of back-up cover/holiday support to ensure the effective running of the office
- Support the Managing Director in the preparation and presentation of reports, proposals, budgets and related activities in servicing and developing contracts and relationships with stakeholders and partners.
- Business travel – booking flights, hotels, car hire, valet parking for MD and management Team

### ▶ Our offer for you

- A secure job with flexible time models.
- Above-average employee benefits.
- A motivational working atmosphere with plenty of flexibility, freedom and personal responsibility.
- A unique work environment, where the emphasis is on the compatibility of your family and work life.
- Individual development / further training measures and attractive career paths.
- A wide range of benefits: food, health, sport and culture.

### ▶ Your qualifications include

- Proven experience as a back-office assistant, office assistant or in another relevant administrative role
- Excellent organizational and time management skills
- Excellent written and verbal communication skills both in Romanian and English
- IT literacy; experience of Word, Excel, PowerPoint
- Strong personality, charisma, dynamic and self-confident.
- Ability to prioritize and complete numerous tasks simultaneously
- 



Here is how to get your career off to a fast start: Send your completed documents to our Human Resources department at [resurseumane@kaercher.ro](mailto:resurseumane@kaercher.ro)