

Back Office (Alemán fluido)

Italdesign Spain, is looking for a positive and service minded, driven and self-motivated by passion for cars, flexible and hard working person to be part of the E/E Team.

As a Back Office, you will support to steer a project from the early phase till the completion and acceptance of the deliverables by the customer.

Your functions:

Customer Support:

- Clients Relationship
- Presentations for potential clients
- RFQ (request for quotations) analysis
- Contract and offers + ERP info maintenance
- Orders and Invoicing follow up

Administrative support:

- Briefing and Planning support
- Project information management (input/output)
- Engineers and Resources planning
- Scope of project follow-up
- Project warning situations (budget control, delays)
- Contact with External Suppliers
- ISO9001 and Compliance duties related with Design Department

Requirements:

- Education: Bachelor Degree in Automotive, Mechanical, Management Engineering, ADE or similar
- 3 years of previous experience in administrative/back office roles
- Experience in resources management and cost management.
- Fluent knowledge of written and spoken English and German (C1) is mandatory. (Italian ideal)
- MS Office (Outlook, Word, Excel, PowerPoint)
- Photoshop and/or other presentation softwares will be appreciated
- Presentations and communication skills
- Analysis and problem solving skills
- Customer orientation
- Good team working skills
- Workplace: Italdesign Barcelona, Sant Just Desvern

Beneficios:

- 📄 Contrato indefinido con Italdesign.
- 🌐 Formar parte de una empresa internacional con sede en Italia.
- 🚗 Ser parte de una compañía de Volkswagen Group.
- 💰 Salario fijo + bonus anual.
- ❤️ Seguro médico con Sanitas.
- 🕒 Horario de L - V 8:00 - 16:35. 3 días de teletrabajo a la semana. Bus de empresa para traslado a la planta de Martorell

Para aplicar a la vacante enviar el CV actualizado en castellano a: andreamcarolina.orellana@randstad.es indicando la posición de interés en el asunto del correo