

PLANNER ADMINISTRATOR

Job description (main activities)

- Data entry (like create BOM in system, do receiving)
- Preparing documentation (examples: release PO, invoicing)
- Create reports
- Contact & follow up logistics and suppliers
- Office support
- Others.
- Training will be provided

Requirements:

- Advantages if can speak English.
- Experience in Microsoft office like word & Excel
- Fresh graduate welcome

We offer

- Meal vouchers allowance
- Corporate events
- Daily use of English
- Background of a stable international company

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