

JOB TITLE

# Secretary Business Development (m/f/d)



**TRATON**  
G R O U P

**TRATON** is a wholly-owned subsidiary of Volkswagen AG and a leading commercial vehicle manufacturer worldwide with its MAN, Scania, Volkswagen Caminhões e Ônibus, and RIO brands. In 2017, TRATON GROUP's brands sold around 205,000 vehicles in total. Its offering comprises light-duty commercial vehicles, trucks, and buses which are produced at 30 sites in 18 countries.

The Company had a workforce of around 81,000 worldwide across its commercial vehicle brands as of December 31, 2017. The Group seeks to shape the world of goods and people transportation through its products, its services, and as a partner for its customers.

## Your tasks

- Scheduling and coordinating appointments/meetings at all levels of management
- Organization of national and international business trips, including planning, booking and processing of travel expense accounting
- Handling and completing general correspondence in English and German
- Coordination with other secretaries of the TRATON GROUP as well as with secretaries within Scania and MAN
- Organization of office equipment, (team)-events, communication and administration of team relevant processes and projects
- Superior attention to detail and the ability to meet tight deadlines and juggle multiple requests
- Professionalism, integrity and discretion in handling confidential information
- A good sense of humor and flexibility while delivering daily tasks

## Your profile

- Successfully completed commercial apprentices or equal qualifications (e.g. office clerk, etc.)
- Professional experience in a comparable function and setting
- Independent and structured method of working and strong team and cooperation skills
- Competent handling of MS-Office applications, especially MS Outlook, Word, Excel and PowerPoint
- Intercultural skills and experience in handling different cultures
- Excellent knowledge of German and English, both written and spoken

## More information

TRATON GROUP has this vacancy in Munich, starting at the earliest possible date.

For more details please contact us at [jobs@traton.com](mailto:jobs@traton.com).

## Application

We look forward to receiving your full application indicating the complete job title via e-mail at [jobs@traton.com](mailto:jobs@traton.com).