

JOB TITLE

# OFFICE MANAGER & EXECUTIVE SECRETARY TO CHIEF OPERATIONS OFFICER (COO)



TRATON  
G R O U P

*Cooperation, synergies and new technologies are key cornerstones in TRATON's Group Global Champion Strategy. Our current product portfolio needs to be continuously optimized while the need for new technologies is rapidly increasing. This is enabled through strong collaboration between the consolidated brands (Scania, MAN, VWCO) and new alliances (Navistar, Hino). In the middle of this work, you find the COO Office.*

The TRATON COO Office is now searching for a new colleague who finds it meaningful to collaborate with different parties in an international environment in order to build a successful team and support our TRATON Strategy to become a Global Champion in the commercial vehicle industry.

## Who we are

The responsibility of the COO Office is to create synergies across the TRATON brands in order to benefit our end customers as well as TRATON Group. This by coordinating the cross-brand work and collaboration within Strategic Product Planning, Alliance Management, Purchasing and Production Network Strategy. The office consists of experienced colleagues with various backgrounds, mainly from MAN and Scania, with daily connections to TRATON's brands

## Your main tasks

In this role, you will gain knowledge about the TRATON Group and be a key player in developing the office, as well as broadening your administrative and leadership skills.

- Provide secretarial support such as calendar management and travel arrangements
- Closely cooperate with the COO Executive Technical Assistant to coordinate agenda and commitments of the COO
- Be Part of Management Team
- Lead the admin team in office-related tasks and processes
- Develop, implement and follow up administrative processes
- Lead office-related projects
- Coordinate working groups and all-staff meetings
- Key contact managing task of legal entity TRATON AB
- Numerous ad hoc topics that comes with managing a smaller office; such as legal and financial matters, internal communication and being the main contact for the office

## Your profile

We are looking for an experienced administrator, who is service minded, organized and used to manage a busy calendar and have very good knowledge of Office 365.

As a person, we believe you are dedicated, ambitious and driven with a high level of integrity. You enjoy working in an international fast-paced environment and use your flexibility and creativity to manage various levels of challenges

## More information

TRATON GROUP has this vacancy in **TRATON COO Office** with a local contract in **Södertälje**, Sweden, starting at the earliest possible date. For more details, please contact current position holder Åsa Jernmo +46 8 553 723 53 or [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) no later than 31.03.2021.