

JOB TITLE

Secretary of Internal Audit (m/f)



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 realign the transportation system through its products, its services, and as a partner for its customers.

Your tasks

- Scheduling, Coordination and Controlling of appointments
- Handling and Completion of the general correspondence in English and German language as well as proofreading activities
- Coordination with the secretaries of the Truck Board within TRATON as well as with the secretaries within Scania and MAN
- Preparation and follow-up of meetings and video conferences
- General organization of the office operation and office equipment
- Organization of national and international business trips, including planning, booking and processing of travel expense accounting
- Preparation and regular adjustment of statistical analysis and presentations

Your profile

- Successfully completed commercial apprenticeship or equal qualifications (e. g. office clerk, etc.)
- Professional experience in working as a secretary or as an assistant would be desirable
- Competent handling of MS-Office applications, especially MS Word, Excel and PowerPoint
- Independent and structured method of working and strong cooperation skills
- Excellent communication skills, flexibility and the ability to work in a team
- Intercultural skills
- Excellent knowledge of German and English, both written and spoken

More information

TRATON GROUP has this vacancy in Munich, within in the Corporate Audit department starting at the earliest possible date.

For more details please contact us at jobs@traton.com.

Application

We look forward to receiving your full application indicating the complete job title via e-mail at jobs@traton.com.