



**BOSCH**  
Technologia bliżej nas

Welcome to a place where your ideas lead to something big.

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Let's be remarkable.

Start something big today. Apply now

## Office Coordinator

Location: Warsaw

**Success stories don't just happen. They are made. Openness, tolerance and integrity shape our work climate, which promote the efficiency of every employee. Strengthen our innovative power by accepting these values.**

Whether in areas of mobility, industrial technology, consumer goods, or energy and building technology, we constantly provide highly efficient solutions to markets worldwide. In doing so, we don't just measure our successes in terms of economic growth, but above all in terms of improving people's quality of life, because we feel committed to values that are based on responsibility. This is only possible with the help of a global network of more than 405,000 highly committed employees, with pioneers who break new strategic ground every day. So why not join us in starting something remarkable? Make it happen.

### Job description:

In Bosch we grow our IT structures massively, preparing the company and world for digital, automated future where things will communicate with each other and with their owners. However growing is a fantastic process, gives opportunities, but also new challenges and that little bit of creative chaos to be managed and so that is where your role begins our new office manager, check what skills will help you in doing the job below:

### Your contribution to something big:

- coordination of administration team
- coordination of purchasing process, business trips, onboarding process, training process
- cost and budget controlling (for example investment budget, budget for trainings)
- coordination of office changes
- daily support to Head of Department and all groups
- onboarding of new associates
- conducting interviews
- purchasing orders
- processing invoices
- coordination of Head of Department guests visits, events (like grand opening of the office, IT Forum, department meetings etc)
- Hc reports, cProject reports
- coordination of internal communication (Boschletter, Bosch Connect, Wiki etc)
- employer branding support (coordination of all CI events approx 5-6 job fairs and 7 conferences per year)
- communicating with all KAV departments and external suppliers

### What distinguishes you:

- Office administration
- Know-How in Office-IT-Tools (e.g. Microsoft Excel, Word)
- Teammanagement (Taskmanagement, regular communication, Know-How transfer)
- Good communication skills
- Language skills: English
- Self-Organization
- Process awareness and continuous improvement

### Benefits:

- Professional development (trainings, development plans, defined career paths, international assignments opportunities)
- Working in dynamic environment for innovative company with strong position on the worldwide market
- Benefit package (private medical care, sport pass, co-financing lunches, language and other trainings)

Please apply: <https://bit.ly/2F8ZFqt>