

Aarresaaren työpaikkailmoitus (www.aarresaari.net)

Nissan Nordic Europe Oy is looking for a GA OFFICER

Nissan Nordic Europe Oy is searching for energetic and committed candidates with the ability and drive to deliver first class performance and service for the entire Nordic and Baltic region. Nissan offers you a unique opportunity to be a part of an organization in an exiting, international working environment, with worldwide career opportunities. Join Us

Nissan Nordic Europe's Regional Headquarter is located in Espoo.

We are now looking to fill the vacancy:

GA OFFICER

We are looking for a GA Officer for our General Affairs Department in Espoo. The position will be filled for fixed-term period until 31st July 2011. As the GA Officer you will be responsible for supporting NNE GA function and providing internal services of high quality in a timely and cost efficient manner.

Your tasks and responsibilities

- ♣ Internal car management (orders, approvals, stock control, accessories) for all 7 NNE countries
 - o Updating and monitoring the car pool for all 7 NNE countries
 - o Invoice examining and cost monitoring for all 7 NNE countries
 - o Monitoring orders and answering inquiries
 - o Internal fuel card management
 - o Controlling of Press-fleet car allocation in cooperation with Finance Director and coordinating the correct approval process
 - o Car insurance practical management
 - o Constant cooperation with the fleet and used cars department concerning car allocation, company car model mix, cost assessments etc.
- ♣ Handling company mobile phones – new subscriptions, telephone orders, distribution to employees
- ♣ Updating GA department's WIN material
- ♣ Other tasks related to General Affairs function

We are looking for

- Bachelor or other relevant education
- Experience in administrative tasks and/or customer service
- Customer service orientation
- Self-initiative and prioritizing skills
- Able to work under pressure
- Energetic and positive attitude
- Fluent English and Finnish skills
- Knowledge of other Nordic languages and/or Estonian is an advantage

For more details please contact Emilia Itälinna, GA Coordinator (tel. +358 50 3286 761 or email eitalinna@nissan-europe.com). For sending your application and CV along with your salary request by 5th September 2010 please visit our recruitment web pages at www.nissan-recruitment.eu where you can click on "Search jobs" to find the correct position and submit your application.

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Paikkakunta: Espoo

Työn kesto: Fixed-term until 31st July 2011

Palkkaus:

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Työnantaja: Nissan Nordic Europe Oy

Yhteyshenkilö: Emilia Itälinna, GA Coordinator

Puhelinnumero: +358 50 3286 761

Sähköpostiosoite: eitalinna@nissan-europe.com

WWW-osoite: <http://www.nissan-recruitment.eu>

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Viimeinen hakupäivä: 05.09.2010