

POSITION: ADMINISTRATIVE SPECIALIST

DIVISION/BRANCH: GENERAL SERVICE

Place of work: Płock, Polska

KTI POLAND S.A. is part of the international MAIRE Group with 50 companies in 45 countries and more than 10,000 employees. MAIRE Group supports the energy transition through a synergistic combination of technological innovation, engineering and practical implementations of its nitrogen, hydrogen, carbon capture, fuels and chemicals and polymer technologies. Więcej o MAIRE Group: <https://www.groupmaire.com/en/> and existing technologies : <https://www.groupmaire.com/en/solutions/>

*For our operational office in Plock we are looking for a person for the position of **Administrative Specialist** with good English language skills..*

JOB DESCRIPTION:

The duties of the Administrative Specialist will include, in particular:

- Managing the work of the reception desk
- Organisation and settlement of domestic and foreign business trips
- Organisation of accommodation and transport matters for its own staff and collaborators during business trips
- Liaison with HR, Accounting and Health & Safety departments
- Organisation of personal protective equipment for employees and matters related to the management of the company's infrastructure
- Organising entry cards for employees and collaborators on KTI premises and passes to establishments that require them
- Management of the company's vehicle fleet
- Management of waste management matters
- Administrative support for the company's day-to-day operations

REQUIREMENTS:

- Experience in a similar position
- Independence and ability to organise own work
- Qualifications in economics – welcome
- Good knowledge of MS Office (Word, Excel)
- Very good knowledge of the English language
- Category B driving licence
- Commitment

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- Communication and highly developed interpersonal skills
- High work ethic and positive attitude

WE OFFER:

- Employment contract in a well-established company
 - Opportunity to grow in an international group that is a leader among contractors in the oil & gas industry
 - Participation in interesting projects
 - A friendly working atmosphere and team support
 - Working with high-calibre specialists
- Attractive benefits package: LUX MED medical care, social fund, accident insurance, MultiSport card