

Office Manager Irodavezető (m/f/d)

Location: Budapest

Your Tasks:

- Responsible for the daily office business:
 - Managing the premises
 - Postal administration, preparing circulars
 - Maintaining contacts with our customer, suppliers, transport companies, lawyer etc.
 - Liaising with the Megger group of companies' service departments in Hungary, dealing with matters related to service activities
 - Maintaining and updating stocks
 - Establishing and updating customer and supplier databases
- Liaising with other companies within the Megger-Group
- Supporting the Managing Director:
 - Assisting with tasks related to the operation
 - Managing official documents
 - Translation and continuous updating of documents related to the products distributed and official documents
 - GDPR and transfer pricing administration
- Banking, preparing bank transactions and accounts, documentation of the house cash register, invoicing, management of receivables, liaising with the accountant's office

Your profile:

- Successful completion of commercial or comparable training
- Several years of professional experience in the field of office management
- Ideally knowledge of accounting
- Organizational talent, team skills and structured work
- Very good communication skills, resilience, responsibility and quality awareness
- Very good knowledge of Hungarian and English in spoken and written language, German would be a great addition
- Very good knowledge of MS Office, SAP knowledge is an advantage

Benefits:

- Interesting tasks in a globally active group of companies
- Attractive contractual conditions and modern technical equipment
- Flexible working hours and adequate remuneration
- Excellent training and development opportunities

Megger[®]



Megger designs, manufactures and sells portable electrical test equipment worldwide. Privately owned, our owners have ambitious growth plans for Megger, which will come from acquisitions, organic product expansion and by increasing our global presence. The Group headquarters are in Dover UK with 6 further manufacturing facilities in the USA, Germany and Sweden. The company has 33 sales offices world-wide and sells both directly and through an extensive network of highly skilled distributors. Our customers include the utilities (generation, transmission and distribution), industrial companies, as well as large and small contractors. The Megger brand is already strong and highly respected in the industry, but in these times of digital transformation, Megger wishes to further elevate the depth of relation with our customers to truly standout.
www.megger.com

Are you interested? Send us your complete application including the earliest possible starting date and your salary expectations to: personal@megger.com

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