



*"Ideas, partnership and employees – that is the secret to our success!"*

Udo Knabe-Paulsen - Managing Director DVSE

## Get to know DVSE RO!

### COMPANY

Our **Romanian company DVSE RO** is part of the TOPMOTIVE group, **Europe's market leader** in catalogs, information and ERP systems for the automotive independent aftermarket, since its foundation in 2008.

Together with our German partners, we develop complex software solutions for whole salers and manufacturers of vehicle parts as well as repair shops. Under the TOPMOTIVE umbrella brand, we are able to work on our own independent products and act creative and innovative

### Are you ready to join our exciting and active team?

With us, you will have the opportunity to work in a friendly environment with professional colleagues, embrace the know-how, develop, create and innovate and last but not least, be part of software projects for the automotive market.

### Contact Us!

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## OFFICE RESPONSIBLE

### 1 OPEN POSITION

#### PROFESSIONAL COMPETENCIES:

Education: Preferably a university degree

#### REQUESTED COMPETENCIES:

- Strong knowledge in **organizing, planning, and implementing** tasks
- Experience in coordination of team/projects or management support
- Fluency in **English**
- Solid knowledge of **MS Office tools** (Outlook, Excel, Word, PowerPoint)
- Good **communication** skills

#### DESIRABLE PERSONAL SKILLS:

- Solution **oriented, positive attitude and works well within a team**
- Attention to detail, organized and structured person
- **Enthusiastic about good organization**, willingness to learn and grow together with us
- Person who is **interested in finding creative ways to increase the company brand** awareness
- Ability to work effectively on multiple tasks
- **Easily adaptable to change**

#### WHAT WE OFFER:

- The opportunity to work in a **professional international environment**
- **Competitive remuneration** package
- Professional workplace equipment
- **Various bonuses for entertaining and health care**
- **Personal budget for certifications and trainings** for your professional development

#### JOB PURPOSE:

We are looking for an enthusiastic, communicative, positive thinker, organized and structured person, that can work both **on-site and in home office**, within our administration team. As part of our administration team located in Targu Mures, you will provide managerial support to the company's management, be responsible for the logistics of our office, implement small marketing plans, as well as organize company events.

#### YOUR MAIN RESPONSABILITIES ARE:

- Provide administrative support for **all company departaments**
- Provide informational and logistic support for all departaments, such as office equipment's and office supplies
- **Handle the logistics for assigned events, internal/external:** tickets, accommodation, transfers, merchandise
- **Keeping the house register and tracking of the invoices**
- Perform front-desk duties: **receive visitors, handle courier shipments etc.**
- Support the marketing team with **planning, implementing and monitoring marketing campaigns**
- Manage the workload based on **priorities and keeps office files up to date**