

# VISIONARY ENVIRONMENTAL COMPANY LOOKING FOR A WELL-ORGANISED **ADMINISTRATION ASSISTANT** WITH CAN-DO SPIRIT

**Are you a positive, pragmatic and dynamic Administration Assistant with good people skills? Do you thrive in a changeable work environment? Would you like to be part of an international corporation striving for a sustainable future? Then you may be just the person we are looking for.**

For a newly created position, the plant manager of our tyre recycling facility in Ovar is looking for a punctual and solution-oriented, full-time Administration Assistant.

## Your main tasks

As our new Administration Assistant, you will be providing administrative support to the plant manager to ensure the efficient operation of the production office, answering phone calls, scheduling meetings and supporting visitors. Tasks include administrative duties such as filing, typing, copying and scanning. You may be asked to complete operational requirements by scheduling and assigning administrative projects on behalf of the plant manager, thus expediting work results. As an office all-rounder, you will furthermore contribute to team effort by solving different ad hoc tasks.

## Your qualifications

- High-school diploma
- Good communication skills, being able to communicate with people at all levels
- Fluency in both written and spoken English
- Preferably min. 3 years of experience from a similar position in a manufacturing company
- Project management and negotiation skills a plus
- A friendly and positive personality with great people skills
- Well-organised, persistent and systematic approach to tasks – and good at prioritising
- Hands-on, can-do / can-try approach

## What Genan offers

We offer an exciting position in an informal organisation where cooperation and mutual problem-solving is in focus. You will join a team of passionate, down-to-earth colleagues who are just as dedicated and ambitious as you, and who are also looking to support each other to reach common goals.

## Do you want to be part of the Genan team?

To apply for this position, send us your application and CV in English to [recrutamento@genan.com](mailto:recrutamento@genan.com), stating the reference ADMASS0123. Deadline is 20 January 2023, but we look forward to hearing from you as soon as possible.

All applications are handled confidentially and with discretion.

If you have any questions, please feel free to contact Raquel Vasconcelos by e-mail to [rva@genan.com](mailto:rva@genan.com).

For further inspiration, visit [www.genan.com](http://www.genan.com).

*Environmental company Genan boasts more than 30 years of experience in tyre recycling. Counting a total of six state-of-the-art factories – one in Denmark, three in Germany, one in the USA and one in Portugal – Genan is the largest tyre recycler in the world. Sustainability is our core value, and by turning huge volumes of end-of-life tyres into new resources, Genan helps solve an immense, global problem. To strive for a sustainable future takes a dynamic and dedicated team; and our more than 300 passionate employees are thus the core of our organisation.*

