



**P.I.A. Pitow Industrieausrüstungen**

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P.I.A. is a worldwide operating company for import and export services. Our main task is the delivery of parts and components for the on- and offshore gas- and petrochemical Industry.

As we are permanently extend our personal staff we are actually looking for a self-responsible, involved and flexible

## **ADMINISTRATIVE ASSISTANT (m/f)**

Your profile:

- Administrative education
- Professional experience
- Experienced in export and import administration
- Substantial experience in MS-Office applications
- Business fluent English
- Self confident appearance
- Flexibility, ability to work under pressure and team-player

Your tasks:

- Administration of projects including customer service
- Export administration
- Import administration
- Assistance to the management
- Time management
- Common business administration

Interested?

Please send your application for employment including your earliest date of entry and your desired salary to the attention of Mrs. Juliane Pitow or completely online to

[p.klar@pia-industrie.de](mailto:p.klar@pia-industrie.de)