

CIEM MADA offers, as a member of the CIEM Group, customized solutions for renowned international companies in the automotive industry. Through continuous development and improvement of its products, the Italian CIEM and MADA group of companies is represented by 11 companies in 9 countries.



Assistant to site manager automotive (m/f/d)

What can you expect?

- Representing the site manager in meetings and coordination between customers and suppliers.
- Assists site manager with scheduling, coordination, correspondence, translations.
- Contact person within the company regard to organizational and logical processes.

What we are offering

- Work in a family-orientated group of companies.
- Work from home for specific office tasks.
- Overtime paid or converted to days off.
- Annual commission or project commission
- Company cell phone / electronical equipment on demand.
- For travel we have arrangements with car and car sharing providers,
- If you are travelling further afield, we will of course book you a flight or train ticket.

What qualifications and experience do we need?

- You are a team player with organizational talent.
- Technical affinity.
- Experience in the automotive area.
- You speak and write Italian, German and optionally English.
- You have a class B driving license.
- You are willing to travel and spend long periods on site, mainly in Germany.

Ready to become part of the team?

Then we look forward to receiving your application!

CIEM MADA GmbH
Neckarstraße 66
76199 Karlsruhe
info-gmbh@ciemmada.de

Your CIEM MADA Team

