



FOR OUR OFFICE IN **MANNHEIM** WE ARE LOOKING FOR AN

## OFFICE ADMINISTRATOR (M/F/D)

AE Industry GmbH, a global supplier for the material flow in body shops, final assembly, and complete paint shop areas, is currently seeking a full-time, dynamic individual to join our team at our Mannheim location. As a 100% subsidiary of the Automotive Engineering Corporation from China, we specialize in providing turnkey solutions for well-known automotive manufacturers worldwide. Our company generated a turnover of approximately 15 million euros in 2020, and we primarily serve the European market.

The position is initially limited to 24 months, with the option of a permanent employment contract. The successful candidate will be responsible for various administrative tasks, including minor HR support. The role involves serving as the primary communication interface for internal and external business partners, managing our vehicle fleet, overseeing travel management, and supporting the HR department in employee care, from onboarding to offboarding.

### JOB DESCRIPTION

- Manage daily office routines, from contacting landlords to ordering drinks
- Act as the primary communication interface for internal and external business partners
- Communicate with our insurance agency
- Manage our vehicle fleet and serve as the technical contact person for external lessors, partners, workshops and rental car providers
- Travel Management
- Support the HR department in all aspects of employee care, from onboarding to offboarding

### JOB QUALIFICATION

- Complete vocational training in the commercial/personnel management field, or equivalent further training
- Prior work experience
- Knowledge of labor, social security and payroll tax law
- Excellent written and spoken German and English skills
- User knowledge of MS Office

### WHAT WE OFFER

- Full-time position with 40 hrs/week
- Varied tasks and exciting projects in an innovative and intercultural atmosphere
- Bonus payments such as meal allowance, company health and accident insurance, company pension plan and much more
- Work-life balance through flexible working hours
- Health-promoting measures such as job bike or fitness studio cooperation

### DID WE SPARK YOUR INTEREST?

Please send your complete application documents by e-mail to Mrs. Qian Qian: [qian.qian@ae-industry.de](mailto:qian.qian@ae-industry.de). Mrs. Qian is also available to answer your questions.

