



Job advertisement

Office Assistant (m/f/d) based in our office in Ketton (UK)



Be part of our success!

We are an owner-managed, internationally successful and steadily growing company (since 1829 in Leipzig) in the field of flavors and fragrances, plant extracts and aroma chemicals. Innovative product creations for leading manufacturers in the food and beverage industry as well as in the household care and cosmetics sector characterize our expertise.

Your Tasks:

- Serving as primary contact of our representative office
- Communicating to customers and the headquarter in Germany
- Order, sample and document management
- Support of UK Business Development Manager/Culinary Chef
- Support the Business Development Manager, managing monthly sales reporting
- Keeping cash book, payments clearance and creating reports like travel expense reports

Your Profil:

- At least 5 years experience as a Assistant or in a similar position
- Ability to manage multiple tasks
- Reliable and highly self organized
- Excellent verbal and written communication skills
- Strong personality, accurate, organizational skills
- Excellent computer skills (MS Office)
- Ability to work both independently and as part of a team

Your Benefits:

- Permanent employment contract with up to 30 days holiday
- Attractive training and development opportunities
- Possibility to work in a Home Office
- Flexible working hours in part-time

We look forward to receiving your application including availability and salary expectations.

Bell Flavors & Fragrances GmbH
Schimmelstraße 1, 04205 Leipzig, Deutschland

Tel.: +49.341.9451.2105
E-Mail: humanresources@bell-europe.com



Please note the privacy policy on handling your application, which can be viewed on our homepage.