



Office Professional (20h/week)

BROCKHAUS POLSKA is part of **BROCKHAUS Group**, a renowned family company with origins in Germany. We design, produce and market technologies and materials globally. Our customers are to be found in various industries incl. automotive, energy, steel and petrochemical.

Your responsibilities

- coordinating daily document flow with bookkeeping department in Warsaw and with headquarters in Germany
- checking delivery notes and invoices
- supporting German procurement department with local purchases in Poland

Your capabilities

- decent English (or German) language skills (language classes to improve proficiency are available)
- min. 2 years work experience as an office worker (or enrolled in business studies at an university)
- commitment to our company values Teamwork, Reliability, Responsibility, Respect and Environmental Awareness

Are you interested in joining our growing company? Please send an email with your application (PDF format only) to our Human Resource department at bewerbung@brockhaus.com

Brockhaus Polska Sp. z o.o., Szparagowa 65, 42-280 Częstochow

BROCKHAUS
GROUP

WWW.BROCKHAUS.COM/KARRIERE