



The Expert in Lubrication Solutions

APPLY NOW!

The perma brand stands for innovative and creative solutions in lubrication technology. Single- and multi-point lubrication systems from perma can be found in all types of industries and applications anywhere in the world. The extensive investment in our employees drives our success. More than 40 years of experience and the constant implementation of new ideas and innovations result in exceptional solutions that meet the highest technical requirements.

WE ARE LOOKING FOR:

 → **Management Assistant**

START TIME: NOW
ROLE TIME ALLOCATION: Full Time Equivalent (FTE)
LOCATION: Charlotte, NC

YOUR DUTIES:

- Execute management assistant functions (i.e. screening phone calls, answering emails, and managing expenses)
- Organizing and maintaining calendars and making appointments
- Produce documents by formatting, inputting, editing, retrieving, copying and transmitting text, data and graphics
- Preparing formal documentation and presentation material in Microsoft PowerPoint, including photocopying and binding reports
- Arranging travel including booking flights, transfers, accommodations and organizing foreign currency
- Organizing and preparing meetings and ensuring that management is well prepared for meetings
- Preparing meeting minutes as required
- Arranging events as required
- Handle multiple levels of advanced administrative duties
- Performing research and data management as requested (sales analysis / reports)
- Carrying out specific projects and work assignments under the guidance of project leader to implement the strategy
- Assist and support inside sales team with daily business
- Proactively identify where additional support can be given to the management and inside sales team

WHAT WE EXPECT:

- Communication skills are essential. The post holder is required to have an excellent telephone manner as well as the ability to write clear, grammatically correct communications to internal and external contacts
- Strong administrative and organizational skills, including proficient attention to detail
- Above average skills in Microsoft's Office package including Word and PowerPoint. **Excellent skills in Excel are essential**
- Ability to stay calm under pressure and juggle multiple priorities
- Experience in arranging all aspects of travel
- Proactive and hands on attitude, a team player willing to work out of hours when necessary

WHAT WE OFFER:

- Working in an international organization with its benefits
- Pleasant working environment in new, state of the art offices
- Attractive compensation and social benefits

Please send your application including desired salary to:

H-T-L perma USA LP
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perma

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