



SEMPA SYSTEMS GmbH develops, manufactures, installs and services high purity supply systems and offers turn-key solutions to the semiconductor, photovoltaic, glass fiber, printed electronics, automotive, pharmaceutical industries as well as to research institutes and universities. From our sites in Dresden, Hermsdorf and Skt. Petersburg and in collaboration with our cooperation partners' we serve a global customer base.

Our team of 80 professionals is dedicated to exceed our customer expectations.

To further strengthen our team at our headquarter in Dresden we are looking for a

Team Assistant (m/f/d)

Your profile

- Commercial education or equivalent vocational training
- Experience as assistant
- High communicational skills, ability to cope with pressure, team working skills, dynamic and enthusiastic, self-organization and motivation, first class organizational skills and sense of responsibility
- Skilled in MS-office, experience in ERP systems is desirable

Your tasks

- Supporting business management and leading staff
- Administrative experience, business correspondence, travel organization and accounting
- Planning and organization of meeting, creating protocols
- Working without supervision, ability to prioritize and balance conflicting demands, using own initiative to resolve problems, tracking and monitoring deadlines

We offer

- Position at our head quarter in Dresden
- Permanent employment contract with attractive and performance based remuneration
- Diverse and forward-looking work in modern environment and possibility for individual personal development



Interested? We do look forward to your application!

Please send your compelling application documents via email to:

jobs@sempa.de

Your point of contact is Mr. Pietsch.

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