



FESTO


20 000
employees


176
countries

25
years
in Lithuania


300
employees

Festo Lithuania was established in 1992, in Kaunas city.

We are proud to be specializing in various activity areas. **Festo Sales**, where we represent FESTO production in Lithuania. **Document Processing Centre**, where we offer purchase order handling within SAP for 25 countries. **Competence Centre Services**, where we provide various services to FESTO Group in Germany and other FESTO countries across the world. **Festo SSC Accounting Kaunas**, where we provide various financial documents handling.

Business Assistant (required German)

You will be working together with a team of professionals, providing virtual administrative and organisational support for colleagues in Festo Germany and Festo United States.

We offer

- Socially responsible international working experience
- Professional training
- Work in a team of Experts
- Opportunities for personal growth and self-realization
- Development and career opportunities within the company
- Attractive working conditions and remuneration package

Responsibilities

- Business travel management
- Organisation of international workshops/meetings/events
- Development of SharePoint pages
- Other

Skills required

- Required languages: English (C1), German (B1-C1)
- University degree
- Strong organisational skills
- Attention to details and quality
- Ability to work in a team environment
- Desire to assist people

Let us know about you!

Apply now karjera@festo.com with a subject **“Business Assistant”**
Confidentiality guaranteed. Only selected candidates will be informed.