Weidmüller - Your Partner in Industrial Connectivity

Smart Industrial Connectivity: Electrification, automation, digitalization, electrical connection technology, electromobility, and renewable energies are the markets where Weidmüller excels.

As experienced specialists, we offer customers and partners worldwide products, solutions and services in the industrial environment of energy, signals and data. We are shaping the technological challenges of tomorrow and are constantly developing innovative, sustainable and useful solutions for the individual needs of our customers. Together, we set the standards in the field of industrial connectivity.

Your Role as Junior Administrative Assistant

As our Shared Service Center continues to grow, we are looking for a highly organized and service-oriented Administrative Assistant to support administrative and operational processes across multiple functions and countries. Acting as an important interface between our teams in Germany and Romania, and various other countries, you will help ensure smooth communication, efficient coordination, and consistent process execution.

This role offers broad exposure to People & Culture, onboarding, office administration, and business support activities, making it an excellent opportunity for individuals looking to develop a comprehensive understanding of business operations within an international environment.

Key Responsibilities

Cross-Country Coordination & Shared Services Support

- Serve as a coordination point between teams and stakeholders in Germany and Romania.
- Support the standardization and documentation of administrative processes across locations.
- Facilitate communication and follow-up of tasks between departments and countries.
- Assist in the transition and optimization of activities within the growing Shared Service Center.
- Monitor and coordinate administrative workflows to ensure timely execution.

Administrative & Organizational Support

- Coordinate appointments, meetings, and calendars for key stakeholders.
- Organize travel arrangements, meeting logistics, and internal events.
- Prepare presentations, reports, correspondence, and business documentation.
- Maintain databases, records, and filing systems.
- Support day-to-day operational and administrative activities across functions.

People & Culture Support

- Support in recruiting activities.
- Support onboarding activities for new employees across different locations.
- Coordinate onboarding schedules and ensure a positive employee experience from day one.
- Assist with employee documentation, data maintenance, and HR administration.
- Support training coordination and internal communication activities.
- Serve as a contact point for administrative employee inquiries.

Business Support

- Contribute to data quality and process transparency across departments.
- Collaborate with cross-functional teams to improve business processes and financial efficiency.
- Assist in tracking action plans and follow-up measures arising from business reviews.

Your Profile

- Bachelor's degree in business administration, economics, or comparable qualification.
- Confident user of Microsoft 365, especially Excel.
- Good written and spoken English is required for daily work in the international team and with global users.
- German language or any other foreign language is a plus.
- Strong analytical and problem-solving mindset.
- High attention to detail and data accuracy.

- Collaborative and cross-functional team player.
- Structured, organized, and able to prioritize effectively.
- Discretion and professionalism when handling sensitive information.
- Continuous improvement mindset and process orientation.
- Ability to work independently while supporting multiple stakeholders in a dynamic environment.

What we offer

- Professional development: you will be part of an international team committed to support you to learn new skills and shape a career path that fits you, with access to various learning platforms;
- Onboarding & Integration: we ensure a smooth and efficient integration through a structured onboarding program, complemented by the ongoing support of a collaborative team;
- We prioritize your well-being: therefore we're granting access to high-quality healthcare services through our comprehensive private medical insurance;
- Meal tickets: we support your everyday routine with meal tickets to make your workdays a little easier and more enjoyable;
- Gifts for Special Ocasions: Easter Holidays, Winter Holidays, 8th of March for our ladies colleagues;
- Flexibility: we support a healthy work-life balance by offering flexible arrangements tailored to your role and responsibilities;
- Bonuses: performance bonuses as a reward of your achievements and referral bonuses as a thank you for helping our team growth.

Meet us here: https://www.weidmueller.ro/ro/index.jsp