

Within the worldwide foundry industry, Gemco Cast Metal Technology stands for Gemco Engineers BV in the Netherlands (headquarters) and Knight Wendling GmbH in Germany. We are internationally operating companies with offices in North America, Russia, and China.

Gemco provides consulting, engineering, project management and turn-key realization services to renowned companies worldwide.

For more information, please visit our website: www.gemco.nl

To support our projects in Russia and Kazakhstan, we are looking for a

Operations Assistant
Russian speaking
(32-40 hours a week)

Gemco realizes foundry projects worldwide for clients in the automotive, railway, mining, energy and many other industries.

Our focus is on providing customized foundry solutions. We select and integrate different equipment from established suppliers, but we also design/develop and build dedicated machines as client specific solutions.

Our project teams are lean and multidisciplinary; with teams sized up to 10 colleagues.

Our Project Managers are in charge of their project teams and responsible for the realization.

Project teams consist of Project Engineers, Design Engineers, experienced Foundry Technologists, Site Managers and, of course, a Project Management Assistant.

Function

The Operations Assistant assists the project teams with the implementation of technical projects so that the projects are realized within the agreed time, quality, budget and other specific project objectives.

You have a central role within the team and, depending on the type of project and size; your tasks vary from preparatory work for project planning, translation of reports and other documents. Attend and setup meetings and video calls as well as translating/interpreting and taking Minutes of all meetings.

The Operations Assistant is responsible for good internal and external communication, is responsible for all document procedures and archiving.

You also help your colleagues with general support work for the entire company.

Your profile

- For this position we are looking for candidates with a bachelor education, preferably administrative or languages for interpreting and translation
- We consider organization talent, drive, customer orientation, good communication skills, flexibility, stress resistance and accuracy very important.
- In view of the international nature of our company, knowledge of the English language is necessary in word and writing.
- For this specific project in Kazakhstan, fluency in the Russian language is a must
- Knowledge of the Dutch language is a bonus.
- Of course you are skilled with MS-office.

We offer:

- A dynamic function in an enthusiastic and result-oriented team;
- A large degree of independence and responsibility;
- Good salary and fringe benefits
- A healthy family business with ambitious management;
- International culture and open work atmosphere.

Information

For information about this position and our company, you can contact Inge van Kerckhof, Executive Secretary, or Monique Westendorp, HR-Manager.

Phone +31(0)40-2643 607

Visit our website www.gemco.nl or look at YouTube for a visual presentation of who we are and what we do: https://www.youtube.com/watch?v=R_eI9toJe0c or an animation: <https://www.youtube.com/watch?v=x0uph9qTpjU>

Application

Send your written application (motivation and curriculum vitae) by email to Monique.westendorp@gemco.nl.