

OneVision Software AG is an international software manufacturer of solutions for the automation of production processes in the printing and publishing industry. For almost 30 years, our automation software has helped more than 3,000 customers worldwide to achieve greater profitability. Our team includes colleagues in Germany, USA, Great Britain, France, Brazil, Singapore and India.

For our office in Gurugram/India we are looking for an:

## ADMINISTRATION ASSISTANT (M/F/D)



### QUALIFICATIONS

- Minimum of 2-3 years of professional experience in clerical office practices and procedures in an internationally orientated company
- Minimum Bachelor degree
- Computer literate and proficient in the use of Microsoft Office



### JOB DESCRIPTION

- Solve a broad range of administration tasks varying in scope and complexity to efficiently facilitate the day-to-day business of the organization
- Support the preparation of quotes, processing orders, preparing and sending invoices, follow-up on account receivables
- Making travel arrangements
- Assist staff in assigned sales and marketing projects
- Cooperate with the local and world-wide OneVision organization



### WHAT YOU EXPERIENCE

- The chance to link theoretical knowledge and professional practice
- Cooperative responsibility, that positively influences daily business
- A pleasant working atmosphere with a concise communication and decision line
- An open-minded and motivated team with professional and supportive colleagues