



better work, better life

For our leading multinational client located in Budapest, we are looking for candidates to start immediately in the following position:

COORDINATOR

Tasks:

- Ensure that work coming into and out of the department is performed in a timely manner
- Integrate new systems and application support into the team
- Manage the resource of the group and ensure there is cover during the core working hours as well as peak workload times
- Ensure the correct team statistics are provided. Present them to the manager on a regular basis
- Work with Business Controls Team to ensure compliance with Internal Audit & Business Controls guidelines

Requirements:

- Bachelor's Degree
- Good communication and team-working skills
- Fluent English

Location:

- Budapest

To apply

E-mail: ssc_hu@adecco.hu

Telephone: 061 3542160

URL: <http://www.adecco.hu>

FOR APPLYING PLEASE WRITE THE TITLE OF THE POSITION INTO THE SUBJECT OF THE EMAIL