

Are you ready for a challenge abroad?



Are you ready to accelerate your career? Are you eager to learn from the management team of a Technology Lead Plant? Are you open to living in a foreign country? Then this may be an exciting opportunity for you. Brose CZ is looking for:

Technical Assistant to General Manager

You will be a key assistant to the General Manager in various areas and you will have an overview of all activities of the company. You will get the opportunity to get to know an international company and to participate in strategic decisions of the management. We are looking for a strong personality with analytical thinking and a general overview.

Your tasks:

- Support of the General Manager in long term and strategic tasks – preparation of analysis, data processing and forecasts
- processing daily operational tasks
- projects presentations
- coordination/checking/reporting of actual projects
- preparation and issuing important documents and meeting minutes

Contact:

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Your profile:

- university education
- outstanding knowledge of MS Office (Word, Excel, Powerpoint)
- excellent knowledge of English, German as big advantage
- analytical thinking, accuracy, loyalty, independency, stress resistance
- high engagement and flexibility
- communicative and organizational skills at high level representative and diplomatic behavior

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Leon Reibenspiess, Technical Assistant to GM of Brose CZ



I have grabbed this chance, moved 780km from Würzburg to Kopřivnice (CZ) and have been working with the GM for nearly two years. As I am ready to make another move within Brose, let me share with you my experience and perhaps attract you to assume my role (just as I did after my predecessor).

How did I get the idea to come work abroad?

I did dual studies with Brose and I had the opportunity to spend three months in Kopřivnice. I got first impressions of the country, landscape and environment in general. I also got acquainted with the people and my future colleagues.

I got to know Brose as a great employer during my university studies, I knew I wanted to stay with the company. Kopřivnice was the biggest production plant; currently it was even appointed one of three Technology Lead Plants within the whole Brose Group.

I think it was a great step forward in my life – on the one hand I had to leave my family and friends behind, but on the other it was great for my personal growth and career development.

Was it tough at the beginning? Was I worried?

At first, I was uncertain as I was moving to a new country – I didn't know the language, and knew only a handful of people. Also, I wasn't sure what exactly to expect from the job and therefore was uncertain whether I was able to fulfill the demands.

But I don't think any start is easy – sometimes it can be demanding and difficult, other times you get all the support and help in being accepted. My start with Brose CZ was definitely the latter case.

Did I fit in?

In retrospect, I realize I did not really need to worry about anything. The people here are forthcoming, helpful and really

supportive. Brose also arranged Czech lessons for me. And my boss encouraged and supported me in my growth and development on professional and personal level.

So, what is my job? What do I do?

The core of my responsibilities is to support the General Manager in his daily operational and strategic tasks all across the functions and divisions of our plant. I organize and participate in visits of external customers or internal top managers. I also prepare various periodical reports, create and consolidate information for regular financial reviews. In addition to that I am responsible for the "Masterplan" – a strategic plan for future growth of the plant (incl. plot extension, logistics concepts, etc.)

It is a great opportunity to learn about all organizational, supporting and of course, production parts of the company. Understand the way they operate. And also, to shadow the General Manager at meetings and being able to be in contact with experienced members of the executive board of the entire Group is inspiring and a great education for my future with this company.



It is not all about work

This part of the Czech Republic enjoys beautiful landscapes with mountains and forests – it was thus natural that hiking

became one of my biggest hobbies here. Besides that, I play soccer for a local team and go to the gym. In the town where I live, there are great opportunities for leisure activities / from hiking and bouldering, squash, tennis, cycling, ice hockey, skiing/snowboarding...

It's also strategically located within 3-hrs from 4 international airports with low-cost offers. I thus fly home every two-three months from Katowice or Krakow. Other airports are in Vienna or Bratislava.



Are you interested? Here is what I recommend:

Motivation, precision, openness to learn new things and willingness to work long hours – you definitely need this approach. Basic knowledge in finances and production is a big help in your daily life in the plant. Your job would not be routine – you will get a great chance to learn and take care of tasks covering every department of our Technology Lead Plant.

Do you think you are up to it?

Send your CV and motivation letter to my colleague Markéta Frydrychova at Marketa.Frydrychova@brose.com or contact myself at Leon.Reibenspiess2@brose.com. We will be in touch shortly.

Looking forward to hearing from you!