



Parker Hannifin is the world's leading diversified manufacturer of motion and control technologies and systems, providing precision-engineered solutions for a wide variety of mobile, industrial and aerospace markets. The company employs approximately 58,000 people in 49 countries around the world. Parker's engineering expertise and broad range of core technologies uniquely positions the company to solve some of the world's greatest engineering challenges. By partnering with customers, Parker improves their productivity and profitability and seeks new ways to solve humanity's biggest challenges

Parker Hannifin ESSC is looking for:

Position: ADMINISTRATIVE ASSISTANT

Please send your application to:

rekrutacja_essc@parker.com

Parker is an equal opportunity employer and does not discriminate on grounds of age, race, religion, ethnic origin, sex, sexual orientation or disability in relation to recruitment and employment.



Responsibilities:

- Review and verify electronic and paper documents.
- Validation of transactions.
- Maintain and update archiving database.
- Monitor incoming documents and reports.
- Enter and upload transactions into system.
- Report any issues related to software and hardware malfunctions.
- Provide ad hoc reports to supervisor.

Requirements:

- **Accuracy and attention to details is a must.**
- Good knowledge of **English** or **German**.
- Higher education.
- Precision and ability to work with figures.
- Ability to process a large amount of information.

We offer:

- Possibility to gain valuable experience in a new Share Service Center,
- Flexible benefits scheme,
- Possibility to participate in language courses organized on company's premises,
- Stable workplace offering employment contracts,
- High work standard in a modern office,
- Friendly work environment.

Prosimy o dopisanie następującej klauzuli: "Wyrażam zgodę na przetwarzanie moich danych osobowych zawartych w mojej ofercie pracy dla potrzeb niezbędnych do realizacji procesu rekrutacji zgodnie z ustawą z dnia 29 sierpnia 1997r. o ochronie danych osobowych (Dz. U. z 2002r. Nr 101, poz. 926, ze zm.)"