



To reinforce our HR team near Budapest, we are seeking a

HR & TRAVEL ASSISTANT

[all genders]



Vincotech

The position is based in Europe [Bicske, Hungary and flexible option to home office], occasional business travel.

Vincotech is the go-to source for power modules that drive motion control, renewable energy, and power supply applications. We work hard to deliver off-the-shelf and made-to-order products to meet all our customers' needs. **Fast and flexible is our motto. Everything we do gets done with the future in mind.** This is where you come in. Join us, a successful market leader and reliable partner, to help build a better tomorrow with sustainable technologies. Let's make an impact together.

Headquartered in Unterhaching near Munich, we also own and operate a plant in Bicske, Hungary, and maintain sales offices around the world. Our global team of 900 people welcomes you to Vincotech, a Mitsubishi Electric Corporation company.

Your skills are in demand. We need you to:

- / Support HR with tasks related to corporate travel, transportation, accommodations, event planning, and administrative chores
- / Liaise with travel agencies and companies, handle all travel-related matters, and keep records
- / Coordinate, verify, and submit domestic travel expense reports to Finance
- / Organize and manage corporate employee bus services
- / Help plan events
- / Organize local activities for foreign guests; arrange meeting rooms and locations
- / Communicate and liaise with external and internal clients
- / Prepare monthly reports and HR management presentations
- / Perform administrative HR tasks and support HR customer services
- / Maintain HR records
- / Support the recruitment process and onboard new hires [students]
- / Assist the HR manager with administrative, organizational, and clerical tasks

Your credentials are persuasive. You:

- / Have degree in electrical engineering
- / At least a high-school diploma and preferably a college degree
- / Computer skills [proficiency in the MS Office suite]
- / The ability to converse and correspond confidently in English
- / A strong sense of responsibility and attention to detail
- / An ownership mindset and an agile, flexible outlook
- / The capacity to communicate effectively and courteously
- / An affinity for teamwork and collaboration
- / The determination to strive for utmost customer satisfaction
- / An open mind that values continuous learning, welcomes change, and readily responds to new challenges

Join us and take this opportunity to:

- / Be part of a company, which is a key enabler of efficient and affordable energy use everywhere, which is one of the most important megatrends of our society and a necessity for generations to come
- / Drive change and have a direct impact on future business and the future of Vincotech
- / Be part of a motivating company culture where flat hierarchies and quick decision-making are realities rather than wishful thinking
- / Find an attractive salary, very good benefits and a company car – all this can be part of your priority package at Vincotech

We welcome your application and look forward to discussing how Vincotech can become your next career choice.

Vincotech Hungária Kft.

Kossuth Lajos u. 59 | 2060 Bicske | Hungary | T +36 22 567-290
job@vincotech.com | www.vincotech.com



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