

Administration

Experienced

IT Assistant & Accounting

Full Time - Integrated Assemblies - Motherson Sequencing and Assembly Services (MSAS) - Karlsruhe, Germany

At Motherson, we're committed to creating long-term jobs and advancing global careers. Featured on TIME's World's Best Companies list, we are a diversified global design, engineering, manufacturing, assembly and logistics specialist, delivering full-system solutions to customers across industries. With a focus on innovation, quality and sustainability, we strive to be a trusted industrialisation partner and an employer that nurtures a diverse, inclusive workplace.

Our Integrated Assemblies division leads in automotive innovation, specialising in premium module assembly and cockpit module integration. We collaborate with customers to deliver cutting-edge solutions supporting electrification. Join us to work with advanced technology and shape the future of automotive innovation.

What you'll do

Annual IT budget planning and budget preparation activities

IT budget monitoring, reporting and variance tracking

Creation and maintenance of IT projects in SAP

Creation and processing of Purchase Requisitions (PRs) in Ariba

Coordination of DocuSign approval workflows

Invoice verification and processing coordination

Supplier communication on invoice claims, rejections, and unpaid invoices; coordination with MGBS

Coordination of CAPEX and REVEX requests through the RAS process

Coordination activities for workshops and team meetings

Travel, visa and logistics support for IT leadership and team members

General administrative and coordination support for the global IT organisation, including leadership support activities

What we are looking for

SAP / Ariba: purchase requisitions, goods reception and invoice coordination

Office organisation and administration

Experience in organisation and structuring of tasks

Procurement coordination and supplier follow-up

Workshop, team meeting and cross-functional coordination experience

Coordination with leadership teams and international stakeholders

What we offer

- A pleasant working atmosphere, with good career opportunities
- Build knowledge with exciting and varied assignments.
- We show our commitment to our people via the following values: Interest for each other, Togetherness, Trust, Respect, Enthusiasm.



Apply here
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