



**Nayak JV1** is Europe's largest provider of airline-independent maintenance. Our collaboration with nearly all the great airlines in Europe underscores our relevance in the market, demonstrates steady growth, and proves that our business concept works.

We are looking for our **Barcelona - El Prat (BCN)** Operational Unit, *an Administrative Assistant*.

#### **Duties**

1. Responsible for the control and custody of work clothing and personal protection Equipment.
  - In coordination with the human resources department, you will be responsible for compiling the wardrobe management from each new employee, as well as submitting it on the first day of work.
  - He will keep an order and control of the stock of work clothing and PPE, anticipating sizing error and requesting them from the central office as necessary.
2. Offices material management.
  - He will be in charge of guarding all office supplies and managing orders when necessary.
3. General Services.
  - Post office, procedures to AENA offices or picking up visitors.
4. Other administrative tasks.
  - Support to the administration department and Station Manager in any other administrative Task assigned.

#### **The Job requirements are:**

- Work permit in Spain
- Experience in basic administrative duties.
- Driving license.
- Microsoft office handling.
- Intermediate level English.
- Experience in stock control and work wear desirable.
- Proactivity and Proposals for improvement of current methods

Send us one copy of your CV to [ES\\_HR@nayak.aero](mailto:ES_HR@nayak.aero) , if your profile matches the requirements, we will contact you for an interview.