

As a subsidiary of CITELE Group (6 companies - 400 employees), FRB (Fonderie Rapide Belfortaine) specialised in the **study and rapid prototyping of aluminum parts** and small series for all industrial fields (aeronautics, electronics and defense, automotive, ...).

As part of our development, we are creating for Belfort's site the position of :

MANAGEMENT ASSISTANT

Reporting to the General Manager, your mission will consist in **assisting the Direction of FRB with the sales & administrative management, purchases/procurements and production of the company.**

1. **Sales management** : processing and follow-up of client's orders
2. **Production management** : CAPM processing of the production launching (follow-up sheets, ranges, requirements calculation, production surveys...)
3. **Purchases & procurements management** : processing and follow-up of the orders placements, shipping and overhead costs...
4. **Administrative management** : invoicing, inventories....

For this extremely diversified position at the heart of a small team, we are looking for an **autonomous** collaborator with a **solid administrative education background** (acquired through practicing), and **at least a 5 years significant experience in similar industrial functions.**

You are a **methodical and rigorous** person, with an **assertive and diplomatic nature.**

The **english** mastering would be an asset.

Expected gross salary depending on profile.

**Want to join a high potential company implementing cutting-edge technologies
in an challenging position ?**

Please send us your complete application file (cover letter + CV + salary expectations) by direct application on our website "Apply" or by email to : d.larche@citele.fr

Visit our website : <https://groupe-citele.com>