

# Robert Bosch EOOD

## Department Administration/ Corporate Communications



**BOSCH**

Invented for life

Our success stories make history. For more than 130 years, we have been enhancing quality of life for people. Our innovative ideas are one step ahead of the future every day. As a leading global supplier of technology and services, we have strong roots to draw on. Take advantage of this and expand your own strengths with us. We offer you professional development and exciting tasks in a dynamic working environment.

Bosch Administration Department in Sofia is looking for the right person for the following vacancy:

# Trainee – Administration & Corporate Communications

(min. 20 h/week) Ref. CFA/COM

## Responsibilities:

- Supporting of all processes, projects and events in the Administration/Corporate Communications department
- Translation and preparation of presentations, reports and communication materials
- Managing of internal documentation
- Answering phone calls and guests reception

## Requirements:

- Business Administration student
- Fluent in English and/or German (German is an advantage)
- Good PC knowledge (MS Office)
- Very good communication skills

Please send your CV and cover letter to Mina Chorbova at [mina.chorbova@bg.bosch.com](mailto:mina.chorbova@bg.bosch.com), tel. (02) 969 90 90