



Based in Alzenau, near Frankfurt in Germany, Hyundai Motorsport GmbH is responsible for Hyundai's global motorsport activities and primarily for its World Rally Championship program. In parallel to its successful WRC campaign, Hyundai Motorsport's Customer Racing department was created with the aim of enhancing Hyundai's motorsport image around the world with the Hyundai i20 R5 rally car and the Hyundai i30 N TCR for circuit racing.

We are now hiring a **Logistics assistant**



Main tasks

- Deal with invoices, create PO and follow up payments
- Ensure all payments are processed in time
- Organize and manage accommodation reservation, flight booking.
- Assist schedule arrangement and interact with providers and people concerned
- Administration service and documentation
- Handle requests from other departments regarding to flights, accommodation, transportation, business trip, meetings, etc.

Qualifications

- Nice to have experiences in competitive Motorsport
- Great linguistic proficiency of English; Both spoken and written
- Good skills of MS-Office
- Independent, well-organized and responsible attitude toward work

Application to **Jobs@hyundai-ms.com**

Further information about Hyundai Motorsport : motorsport.hyundai.com
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