



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 title winning 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 **Business Planning Assistant**



Main tasks

- Ensure administration and organization of the workshop and office environment
- Schedule events in terms of trip arrangements and daily allowance
- Maintain employee and staff communication and planning
- Monitor budget and invoices
- Organize and improve workflows within the department
- Create and present reports for the business side
- Handle asset management and procurement processes
- Support and take part in strategic business planning
- Follow up quality issues and inventory analysis

Qualifications

- Bachelor's degree with major in economics, business, management, trade, commerce, engineering or a comparable qualification
- Experience in motorsport or automotive is preferred
- Proficient with SAP and Excel
- Fluent English is a must, other languages can be an asset
- Active communication ability to thrive in an international environment
- Open minded approach to develop current business processes
- A talent for Organization, Monitoring and building structures

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

Further information about Hyundai Motorsport : motorsport.hyundai.com
Hyundai Motorsport GmbH: Carl-Zeiss Strasse 4, 63755 Alzenau, Germany