

Administration

Entry level

# Office & Administrative Assistant (m/f/d)

Barcelona, Spain

The **Motherson Group** is one of the 15 largest and sustainable full system solutions providers to the global automotive industry, serving multiple further industries, such as rolling stock, aerospace, medical, IT, and logistics, with over 200,000 employees across 44 countries worldwide. The **Chairman's Office Europe and North Africa (COE)** is supporting and coordinating our operating units, R&D centres, and representative offices across Europe and North Africa with corporate functions and services. Given our fast growth, we are constantly looking for talented new colleagues to become part of our team.

Su tarea

## Your tasks.

- Coordinate the daily administration and operation of the Barcelona office.
- Manage office spaces, supplies, service providers, and facility-related topics to ensure a professional working environment.
- Maintain and update office policies, guidelines, and internal communications.
- Review invoices, support forecast and budget tracking, and prepare regular administrative and financial reports.
- Coordinate communication with HR and support administrative tasks related to onboarding, offboarding, documentation, and any personnel-related issues in the office.
- Organize meeting logistics, executive visits, and internal office events.
- Maintain inventories for office equipment, shared assets, and mobile devices.
- Contribute to cross-functional projects by gathering data, analyzing processes, and helping implement improvements.

Perfil deseado

## Your profile.

- Background in business administration, international assistance, international relations, or a comparable professional field.
- Experience in administrative, office coordination, or office management roles.
- Confident working with documentation, suppliers, procurement-related topics, and internal coordination.
- Strong analytical skills and are comfortable using tools such as Excel, Power BI, Forms, and PowerPoint.
- Able to structure processes, identify improvement opportunities, and follow through on implementation.
- Communicate effectively across cultures and work well with different stakeholders.
- Reliable, hands-on, empathetic, and solution-oriented.
- Fluent in English; additional language skills are a plus.

Qué ofrecemos

## What we offer.

We are looking for a proactive and well-organized Office & Administrative Assistant in **PART-TIME** to support the day-to-day operations of our Barcelona office. In this role, you will help ensure smooth office administration, coordinate facility and supplier topics, support financial and HR-related processes, and contribute to a professional, efficient, and welcoming work environment. This position is ideal for someone who combines strong operational execution with a structured, analytical, and service-oriented mindset. The team is growing