

[www.joysonafety.com](http://www.joysonafety.com)

## **We are Joyson Safety Systems – A Mobility Safety Company.**



Joyson Safety Systems is one of the leading global developers and manufacturers of automobile occupant protection systems with a turnover of ca. 4,8 billion euros and more than 50,000 employees worldwide. We represent innovation and progress. As a reliable and skilled partner of the automobile industry, we design, develop and produce occupant protection systems and components. Our portfolio includes steering wheels, airbags and generators, safety belts, technical plastic components, electronics and sensor technology which we supply to nearly all renown vehicle manufacturers worldwide.

**Our team in Arad needs support and we are seeking:**

## **Expert for Document Management**

Site:

**Arad**

### **What you can change — your duties**

Direct contact person for all tasks around document management;

Administration of document database including monitoring of documents;

Support of all document related tasks during IATF audit;

Support of new document administration structure in future PLM system / BIC system (Business Information Center);

Administration and keeping up to date of customer specification, norms, laws;

Support of negotiation regarding document contracts (in German and English language);

Support of creation of internal documents;

Participation in the creation of a global document management system;

Support of drawing check / system check activities.

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## **Impress us - your qualifications**

Engineering / Technical profile degree- is an advantage;

Relevant experience in document management;

Strong English language knowledge;

German language knowledge- is an advantage;

Very good knowledge of MS Office and data analysis;

MS Access knowhow - is an advantage;

Technical skills - ability to understand technical standards, specifications and drawings;

Good communication and cooperation skills.

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## **What we offer — your benefits**

Health management

Company canteen

Further training as well as in-house training

Flexible working time

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## **Contact**

We look forward to receiving your application! Please  
send by e-mail to your contact:

**Timea Linda Sabau**

**+40 (257) 203 - 822**

**[TimeaLinda.Sabau@joysonsafety.com](mailto:TimeaLinda.Sabau@joysonsafety.com)**.

Your contact will also be available for any queries you  
may have.