

Administrative Assistant (M/F)

(Permanent position, Tashkent - Uzbekistan)

Do you want to be an Administrative Assistant for an international company?

Are you interested in supporting the local Sales team? Are you aware of the Vegetables Seed business? Find out more about the Administrative Assistant position that we are offering!

Covering a wide range of functions in different spheres you will support to the local team to ensure the activity. Your personal input will make the difference.



What will you do?

Office support: in close collaboration with the local team, you will insure the communication between your colleagues from all departments in EMEA (Europe, Middle East, Africa) and the customers.

Your administrative action will be important to insure the supply of seeds locally.

Finance & administration: on a regular basis, you will edit reports to reflect the activity in your area, following the expectation of the Top Management.

Where will you work?

You will be located in **Tashkent**, in Uzbekistan, at Sakata's office.

You will be part of the Central Asia team, mainly Uzbekistan and Kazakhstan.

You will work with **the whole EMEA region**: Europe, Middle East and Africa. Therefore, English is needed!

Do you fit this profile?

You have a **bachelor's degree level** qualification in Administration or Economy. With at least **3 years' experience** in a similar position, you ideally have already worked in a service-oriented approach.

Redacting and reporting data, you have strong abilities in Microsoft-Office.

You want to work in an **international environment** and have the capacity to adapt yourself to different cultures. Therefore, you level of **English is professional** (reading, writing, and speaking).



Do you want to know more about the company?

You will be part of [Sakata Vegetables EMEA](#) team, which is part of the [SAKATA](#) Group. What makes SAKATA different is that while being a key international player in the seed business, the company has retained a family spirit.

It is a people-oriented company where it is easy to communicate at all levels. As a result of its Japanese origins, it is a stable company with an emphasis on long-term culture.

What are the next steps?

1. Send us your application to recruitment.veg@sakata.eu **before 30/11/2024**
2. First interview with Sherzod, your future manager
3. Final interview with Charlotte, HR Business Partner, and Waleed, Managing Director