



Our ambition? Innovate. Our mission? Overcome future nutritional challenges. As a specialist in Plant nutrition, Animal nutrition and well-being, within Roullier Group, we cultivate our success throughout the world, thanks to a robust and dynamic structure. We also insure a full control of every step of our industrial and sales processes.

Timac Agro International, subsidiary of the Roullier group, is an expert in plant and animal nutrition. Now present in over 42 countries throughout the world, Timac Agro manufactures and commercializes fertilizers and nutritional specializations for crops and animals.

It is a Key player in the international agribusiness market, and has an opportunity for you to work on the growth of existing markets and develop new markets with high potential. We are now looking for an **Administrative manager** to further develop and sustain our business activity in Ukraine.

Location: Kyiv

Directly reporting to the CFO your **main responsibilities are:**

- Car fleet management: coordinate, administer and monitor the maintenance, repair, replacement of cars, TP and CASCO insurances, managing of the insurance/non-insurance accidents
- Conduct analysis of car status and make recommendations for timely replacement
- Ensure all car operation policies and systems are up to date and enforced within field operations
- Tenders for different type of purchases
- Organizing IT support for the office
- Participation in the ongoing development and maintenance of internal procedures and processes
- Collaboration with all departments and offices of the Company

Requirements:

- University Degree (Finance/ Logistics/ Applied Mathematics/ Economist)
- Proven experience as a Car fleet manager min 1 year
- Advanced PC user
- Driving license
- Working knowledge of English
- Attentive to details, accurate, able to work with huge volume of information
- Analytical mind, self-organized, result-oriented and initiative person, good communication and persuasion skills

Job benefits:

- Challenging job in a multinational environment
- Professional development opportunities
- Competitive salary and attractive compensation package
- French courses

If you are interested in this job, please send us your CV hr@ua.timacagro.com