



**Job title: Management Assistant - Budapest, XI**

**Position Summary:** MosaicLights is a startup company, already launched its product, first at 100% Design, London in 2012 and is further building business relationships across the world.

MosaicLights patented solutions provide a very unique way for lighting up surfaces plated with transparent or translucent tiles, such as glass mosaic, onyx, porcelain, agglomerates.

The growing Customer demand needs additional resources to develop.

**Position Responsibilities:**

- Manage special projects and research, presenting findings
- Maintain databases
- Help the pre- and post sales related activities
- Producing documents, briefing papers, reports and presentations
- Manage the procurement tasks
- Liaising with clients, suppliers and other staff
- Preparing activity reports, meeting minutes
- Organising and attending meetings, conferences Worldwide, ensuring the manager is well prepared for meetings

**Qualifications, skills:**

- MSc or BSc is a clear advantage
- Good organizational skills and the ability to multi-task.
- Strong knowledge of MS Office
- Fluent English language skills required, other languages are an advantage
- Ability to work without supervision
- High level of analytical skills
- Experience with commercial terms and practices is an advantage

**Position is open for entrant as well.**

Please send your CV to the [info@mosaiclights.com](mailto:info@mosaiclights.com)