



renewing
life inspired
by
trees

This is our purpose

Office Assistant - Part Time Job

NICE TO MEET YOU, WE ARE SUZANO!

At Suzano, we believe that innovation and sustainability go hand in hand. The union gave rise to a meaningful attitude: innovability, which guides us in thinking outside the box and looking beyond to tackle the challenges of the 21st century. We plant and grow trees. We transform this renewable raw material into innovative and sustainable bioproducts that are part of the everyday life of 2 billion people. We cultivate life on the sheet of the notebook that teaches children, in the diaper that protects babies, in the biodegradable cup of coffee that does not harm the environment, in absorbent papers and in the convenience of using sustainable packaging.

WHAT WILL YOU FIND IN THIS NEW JOURNEY?

You will find an international environment with people seeking to inspire and transform, creating and sharing values with stakeholders. You will support the European operation with a worldwide interface with our team members located in Brazil, the U.S. and China. You will also be responsible for maintaining and expanding the best experience to our employees and assist the Office Coordinator with day-to-day operations. We look forward to getting you on board!

A MESSAGE FROM YOUR FUTURE LEADER

I look forward to welcoming you into our collaborative workspace where you will be able to contribute to multidisciplinary projects and deliver against targets to improve the overall European operation. We expect an open mindset, a team player mentality, a positive person able to quickly adapt to changing demands.

WHAT DO WE EXPECT FROM YOU?

- Exceptional customer service and a passion for detail
- Excellent organizational skills with the ability to prioritize
- Independent work attitude
- Team player
- Solid computer skills (SAP would be a differential)
- English and German

WHAT ARE YOU GOING TO DO?

- Assist the Office Coordinator with day-to-day operations including reception desk, coffee corner and meeting rooms
- Administration of invoices and expenses
- Managing the electronic and hard copy filing system
- Maintaining office equipment as necessary
- Assist in events coordination and travel bookings
- Process incoming and outgoing mail
- Running errands
- Local support for the international team

GETTING TO KNOW OUR BENEFITS

- Working hours Monday to Friday 8:00 until 12:00
- Competitive remuneration with annual bonus opportunities.
- We will offer you a competitive benefits program.
- 25 vacation days + Statutory holidays

Please subscribe at:

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#Proudtobepartof #JoinSuzano