

# BE PART OF THE ENERGY REVOLUTION



The UKA Group has around 880 employees and is currently active in Europe as well as in North and South America. As a full-service developer, UKA not only covers the entire value chain but also operates wind and solar parks itself. Founded in 1999, the company is one of the leading German project developers and currently has an onshore wind project pipeline of about 1.8 gigawatts pending approval in Germany. UKA has also grown strongly internationally in recent years. The UKA Group's current project pipeline for wind and solar projects now exceeds 14 gigawatts.

## LOCATION ROME

Full-time/Part-time  
Starting immediately or as agreed



A company is only as good as its employees. That's why we don't care about sex, skin colour, religion or background. When it comes to being able to succeed in the renewable energy industry of the future, we are exclusively concerned with commitment and competence. As a team member, you can expect challenging and future-oriented jobs, appreciation for your teamwork and performance-related compensation.

Please submit a complete application, along with your availability and salary expectations.

### Contact

UKA Italia Srl  
Via Ombrone 12  
CAP 00198 Roma  
hr.italia@uka-group.com

## Office Manager Italy

### THE ROLE:

- Office support, office management, mail handling (incoming and outgoing);
- Managing day-to-day office operations and support for other employees;
- Supporting staff in the development of wind and PV projects;
- Accounting support such as preparing, organizing and filing of invoices, payment monitoring;
- Maintaining contact and building relations with business partners;
- Preparing presentations, reports, statements and taking meeting minutes;
- Scheduling meetings and appointments;
- Assistance in the organization of events as well as their preparation and follow-up;
- Travel arrangements;
- Upload data packages or burn DVDs for administrative procedures;
- Server/folder management.

### THE INDIVIDUAL:

- Higher education;
- Knowledge of accounting;
- Experience in a similar office management position;
- Basic knowledge of the RES sector is a plus;
- Advanced written and verbal communication skills in English;
- Fluent in Italian;
- Good English is a plus;
- High level of communication skills;
- Willingness to develop professionally and acquire new knowledge;
- Reliability and discretion;
- Good time management.

### OUR OFFER:

- Opportunity to work in an international environment;
- An interesting range of tasks in a dynamically developing renewable energy industry;
- Opportunity to personally and professionally develop;
- Friendly and supportive working atmosphere.