



Since 2001 we are supporting our customers in the automotive industry with our know-how in the areas of electrical and electronic development, testing and software development. We have made it our business to actively shape the future in innovative projects such as autonomous driving, electromobility and mobile online services.

project manager assistant (m/f/d)

Leipzig

asap

indefinite

fulltime

What you can expect

- You assist the project manager in the research, development and management of the projects in the field of automotive development
- You will be responsible for all activities related to the planning and organization of information and people in your project
- You will organize meetings, including preparation, coordination of dates and participants and do the follow-up
- You will maintain and create documents and reports on project status and progress
- You will also create presentations in MS PowerPoint and take over the active control of the processes

Your profile

- Confident handling of the common Microsoft Office applications
- Very good English skills, both written and spoken
- Time management and organizational skills

Our offer

- Indefinite employment, industry standard salary, weekly German language course
- If necessary furnished apartment for transition period included
- 27 days annual leave increasing by 1 day each year to a maximum of 30 days
- 40 hours a week with flexible working hours with attendance from 9:00 am to 3:00 pm
- Overtime is compensated in spare time
- Training on the job with mentor, flat hierarchies and an informal working atmosphere
- Various leisure events such as team events, summer party, game evenings and much more
- Contribution to gym fees and health/self-care activities

Contact, Information and cu soon @ www.jSERVICE.de

Applications are welcome at karriere@jservice.de or via our application portal at www.jservice.de.