5313 7918 Assistant in project management (m/f/d) Assistant in project management (m/f/d)  
  
Your tasks:  
  
-Your tasks include the creation, maintenance and editing of NGS orders and projects in the laboratory information system based on customer orders, sales and production laboratory notifications  
-You will review and evaluate the quality controls of the incoming samples and the libraries created for sequencing from the production lab  
-Passing on the information and communicating with the Customer Care Team to inform the customer is also part of your duties  
-Preparation of completed projects for accounting by the accounting department  
-You will partly take over the communication and cooperation with customers, external cooperation partners, specialist departments and the field staff by e-mail and telephone  
  
Your qualifications:  
  
-You have commercial training or a degree  
- Ideally, you have professional experience, but highly motivated young professionals are also very welcome in the team  
- Sound knowledge of German and English is required  
- Sound knowledge of using the MS Office package  
- High quality awareness, flexibility, enjoy working in a team and an independent and very reliable way of working  
-High willingness to provide service, strong communication skills and ideally experience in dealing with customers  
  
Your advantages:  
  
-Work in an international company  
-Personal support throughout the application process  
  
About Hays:  
  
With more than 15 years of experience in the classic pharmaceutical industry, biotechnology, chemistry and medical technology, we know the key contact persons who advertise challenging tasks with potential. The high demand for personnel opens up exciting opportunities for dedicated specialists and managers to develop professionally and work on their own careers. As a specialized personnel consultancy with an international network, we offer you decisive advantages - and that completely free of charge for you. Register and benefit from interesting and suitable positions and projects. Commercial assistant/business assistant - office/secretariat Hays plc is one of the world's leading personnel service providers for the recruitment of highly qualified specialists. Hays is active in both the private and public sectors and provides specialists for permanent positions, project work and temporary employment. The company employs more than 11,000 people in 33 countries worldwide and generated sales of EUR 6.50 billion in the 2017/2018 financial year. In Germany, Hays places specialists in the areas of IT, engineering, construction & property, life sciences, finance, sales & marketing, legal, retail and healthcare. 2023-03-07 16:01:27.586000