5263 7868 PLU / PMO / Committee Management / Assistant (m/f/d) PLU / PMO / Committee Management / Assistant (m/f/d)  
  
Your tasks:  
  
-Plan and moderate/document workshops  
- Develop a workshop concept  
- Develop/coordinate agendas  
- Workshop moderation and documentation  
-Tracking/requesting the ToDo's  
-Prepare/follow up committees  
-Coordinate the committee preview with the E2 assistant  
-Create documents for TOP's and track tasks from committees  
-Collect, bundle and process information  
- Develop slide sets  
  
Your qualifications:  
  
-First experiences in the field of committee management / project manager support  
- Fluent in English, especially in writing  
-Very good knowledge of PowerPoint  
- Knowledge of Confluece is an advantage  
-Creativity  
  
Your advantages:  
  
-In the beginning flexible determination of the weekly working time 35 or 40 hours  
- Home office flexibly possible  
-Remuneration according to one of the most attractive collective agreements in the industry (IGZ)  
- Annual leave entitlement of 30 days  
-Generous working time account  
- Subsidies for direct insurance (as a company pension scheme)  
-Professional and trusting cooperation  
  
About Hays:  
  
With our many years of recruiting experience and our knowledge of the engineering personnel market, we offer specialists and managers from engineering and the technical environment a strong partnership. Because through our intensive relationships and networks across all industrial sectors, we can arrange exciting projects and attractive positions for you as engineering specialists. Depending on your interests and your experience and qualifications.  
You benefit from professional support from the first contact to the start of your new project or your new position - and of course this is completely free of charge.  
Register and look forward to 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 16:01:21.410000