6810 9415 Part-time project assistant (m/f/d) - hybrid work possible A well-known company based in Alsfeld is looking for you as a part-time project assistant (m/f/d) in the context of recruitment.  
  
Sounds exciting? Then apply today!  
  
Your benefits:  
 • 30 days holiday  
 • Attractive conditions and development opportunities  
 • In-house further training measures for the development of employees  
 • Great personal responsibility and creative freedom  
 • Dynamic team and short decision paths  
This position is to be filled within the framework of direct placement / within the framework of permanent placement.  
  
Part-time project assistant (m/f/d) - hybrid work possible  
  
Your tasks:  
 • Support of the project management and construction management in the office in all aspects of the construction project and managing the correspondence of the department  
 • Coordination between specialist planners and subcontractors  
 • Review and preparation of applications required for construction  
 • Telephone and written correspondence  
 • Active participation in improving processes and procedures  
 • General secretarial tasks and file management  
  
Your qualifications:  
 • Successfully completed commercial or technical training or comparable qualification  
 • At least 3 years of professional experience in the field of assistance and office organization  
 • Confident handling of common MS Office programs  
 • Interest in project work  
 • Organizational and administrative skills  
 • Precise, careful, structured and team-oriented way of working  
 • Knowledge of German, both written and spoken, as well as knowledge of English is an advantage  
  
With us, your career path becomes a personal walk of fame - we offer you exciting perspectives in the areas of assistance and secretarial work. Now click on "Apply directly"! Project planning technician (electrical) None 2023-03-07 16:04:31.401000