9736 12341 Project Management Office in Business Development (f/m/d) We are looking for you as a project manager at the earliest possible date  
Office in business development for DB Services GmbH on site  
Berlin.  
  
  
\*Your tasks:\*  
  
  
  
· You are responsible for corporate law issues such as the coordination of  
Management and shareholder resolutions and stand by them  
close contact with the investment management of the DB Group  
· You are the contact person for all matters relating to the Supervisory Board  
and take over the preparation and follow-up of supervisory board meetings  
· You support the creation of communication and  
Presentation documents for top management and other stakeholders  
the organization  
· You take over the control and coordination of relevant  
Meeting dates and consolidate the documents of the various  
Projects and associated information flows  
· The preparation and follow-up of committee meetings as well as the stringent  
Tracking work orders is part of your job as a PMO  
· You optimize existing structures and develop new concepts for  
Improvement of cooperation and communication in the team and with the  
projects  
  
  
  
\*Your profile:\*  
  
  
  
· You have a degree in economics  
or a related course of study or have several years of experience  
Work experience in a comparable position  
· You already have experience in project and portfolio management  
collect and see yourself in your role as PMO as the first point of contact  
for the team and its stakeholders  
· The understandable processing and communication of complex  
Connections are a lightness for you  
Your way of working is characterized by initiative, accuracy,  
Flexibility, resilience, discretion and ability to work in a team  
· You convince at all levels, whether management or operational,  
with your communication skills  
· Very good knowledge of common office and planning tools (e.g. MS Office  
such as Excel, Word and PowerPoint) round off your profile Business economist (technical school) - project management None 2023-03-07 16:10:30.197000