4859 7464 Project and department support (m/f/d) Hardly anything motivates as much as success. Da Vinci Engineering is committed to the success of its employees. Become a part of us!  
  
Project and department support (m/f/d)  
  
Job ID: 18067  
Location: Stuttgart  
  
  
We are looking for smart and innovative employees for customers like Mercedes-Benz, Porsche and Bosch who want to make a difference. If you would like to work in a dynamic team with flat hierarchies, we look forward to seeing you!  
  
Your tasks:  
 - Support of committee and appointment management in task management and tracking  
 - Project support for digital project and team management  
 - Preparation of evaluations, presentations and reports  
 - Preparation/follow-up, moderation of appointments, events  
 - Support of department processes/procedures as well as optimization of the digital transformation  
  
Your profile:  
 - Completed studies in the field of business administration, industrial engineering or a comparable education  
 - Profound knowledge or several years of experience in project management  
 - Safe handling of MS Office, SAP and similar  
 - Analytical way of working, determination and enjoyment of working independently  
 - High level of team and communication skills  
 - Proficient in German and English  
  
It awaits you...  
- Experience in exciting and international projects  
- Continuous salary development  
- Da Vinci Corporate Benefits  
- Training on the job and language courses  
- Appreciation, motivation and commitment  
  
Contact details for job advertisement  
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+49 711 72240 198 Engineer - electrical engineering Temporary employment, work contracts and direct placements. We are looking for engineers and commercial employees. 2023-03-07 16:00:31.643000