6840 9445 Project and departmental assistant automation (m/f/d) One of our well-known customers in Augsburg, a company that develops large diesel engines and turbomachines, offers this interesting perspective in the context of temporary employment with the option of being taken on.  
This position is to be filled as part of temporary employment.  
  
Project and departmental assistant automation (m/f/d)  
  
Your tasks:  
 • Supporting activities of the project manager in automation when processing the projects  
 • active participation in the preparation of work and decision-making templates  
 • cross-departmental administrative and organizational support  
 • Independent assumption of special tasks and projects (e.g. communication and documentation concept, events)  
  
Your qualifications:  
 • Completed commercial training  
 • Professional experience in project management or a similar organizational function  
 • Great interest in overarching organizational issues  
 • Good MS Office skills  
 • Independent way of working and ability to work in a team  
 • High level of commitment when completing the tasks set  
 • Accuracy and reliability when processing the assigned tasks  
  
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"!  
  
We welcome applications from people who contribute to the diversity of our company. project assistant None 2023-03-07 16:04:35.037000