5246 7851 Project assistant electrical engineering (m/f/d) Project assistance in planning and construction in electrical engineering (m/f/d)  
  
Your tasks:  
  
-You will support the project engineers in the back office  
-You control the time management and check the appointments  
-You deal with business correspondence and keep minutes of meetings/team meetings  
-You plan business trips and calculate the travel expenses  
-You check invoices and delivery notes  
-You keep files and manage them  
  
Your qualifications:  
  
-You have completed commercial training as an office management clerk, marketing communication clerk, industrial clerk or a comparable qualification  
-You have already gained experience as an assistant  
-You can safely handle the common MS Office products (Word, Excel, PowePoint).  
-You show yourself to be a team player and able to take criticism  
- You convince with a high willingness to help  
  
Your advantages:  
  
-Our customer is an innovative and modern company in Jülich  
  
-Your future job as a project assistant (m/f/d) has very good transport connections and is also very easy to reach by public transport  
  
-You can look forward to a motivated team that will give you a warm welcome  
  
-You can look forward to professional training and a solution-oriented team that maintains and lives a very positive working atmosphere  
- Supervision throughout the application process  
  
About Hays:  
  
With our many years of recruiting experience and our knowledge of the personnel market, we offer specialists and managers a strong partnership. Because of our intensive relationships across all industrial sectors, we provide talented people with exciting tasks and attractive positions. Whether in an international group or in a regional market-leading company: Depending on your interests and your experience. With us you will find the right environment - and completely free of charge. Register and benefit from interesting and suitable positions and projects. Engineer - electrical engineering 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 16:01:19.292000