5006 7611 Project coordinator (m/f/d) - 20.00 EUR/hour this is us  
  
We are an owner-managed, medium-sized personnel service provider with more than 15 years of market experience. Through our nationwide customer network and our long-standing contacts to regional companies, we offer you excellent career opportunities and professional perspectives in the context of direct recruitment or temporary employment. Awarded several times as "Top Company" by kununu, we stand for reliable, fair and long-term cooperation on an equal footing. We bring you together with the best employers and work with you to find your “perfect match”.  
  
what we are looking for  
  
We are looking for a full-time project coordinator (m/f/d) for our client - a company in the telecommunications industry in Dresden - as part of the temporary employment contract.  
  
Your tasks  
  
\* Supporting the project management in all administrative tasks  
\* Telephone and written correspondence with all project participants  
\* Assistance in obtaining regulatory approvals  
\* Preparation of reports and presentations  
\* Planning and control of appointments  
\* Monitoring of compliance with formal requirements and timely submission of documents  
\* Project documentation and acceptance of planning documents  
  
your profile  
  
\* Completed vocational training in the commercial sector or telecommunications / IT  
\* Several years of professional experience in the field of project management  
\* Very good knowledge of German and good written and spoken English  
\* Experienced handling of the common MS Office programs, in particular Excel and PowerPoint  
\* Organizational talent paired with a very good understanding of numbers  
\* Structured team-oriented way of working  
  
our range  
  
\* Entry within the framework of temporary employment  
\* Option to work remotely at least 2 days per week  
\* intensive training  
\* Individual payment according to iGZ collective agreement  
\* Possibility of using a company ticket  
  
Have we aroused your interest?  
  
Then send us your meaningful application documents, including your salary expectations and the earliest possible starting date. Please do not forget the code number above. It is best to send us your documents by email. Of course you can also choose to send it by post. If you have any questions, we are at your disposal.  
  
We look forward to seeing you!  
  
Your contact with us  
  
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