5219 7824 Projectassistenz (m/w/d) (m/w/d) Project assistant (m/f/d) (m/f/d)  
  
Your tasks:  
  
-Project management work packages (incl. conceptual + operational tasks)  
-Work package planning, control, implementation, reporting  
-Communication at educational institutions including control of the entire internal process  
-Project assistance - support of the PL with administrative tasks  
-Milestone tracking and tracking of defined tasks  
  
Your qualifications:  
  
-First project management experience  
-In-depth experience in project assistance (administrative tasks, self-organization, communication)  
-IT affinity and experience in the IT environment  
-Points of contact with SharePoint, CMS an advantage  
  
-Team player with independent working style  
-Flexibility, ability to deal with conflict  
-High social skills  
-Clear analytical mind, pragmatism  
  
Your advantages:  
  
-Central workplace  
- Modern hardware and software  
- Crisis-proof employer  
-Fixed contact person during the entire period of temporary employment  
  
About Hays:  
  
The area of ​​IT is our core competence, on the basis of which Hays has developed. We are the largest privately organized IT personnel services company in Germany and have the right offer for every career level - regardless of whether you are interested in vacancies in agile SMEs or strong DAX companies. We master the entire IT keyboard from support to software architecture or digitization - thanks to our extensive portfolio, there is something for everyone. In the past decades, we have been able to support countless IT specialists and executives in setting the course for a successful career as part of a life-long partnership. Our consulting team is specialized and is therefore able to respond to your wishes and ideas and to prepare you for job interviews and contract negotiations in the best possible way. Try it out and find out what the market has to offer you - completely free of charge, discreetly and without obligation! We look forward to seeing you. project assistant 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 16:01:15.949000