4248 6853 Projectassistenz (m/w/d) - Your new dream job!|Attractive remuneration package and flat hierarchies  
  
company profile  
The PageGroup is one of the world's leading personnel consulting companies and is represented in 36 countries with more than 7,000 employees.  
  
Thanks to our well-known customers, we are able to offer candidates a service that enables them to fully exploit their potential.  
  
At the heart of our consulting business are the multitude of lives that we change for the better. Our values ​​and our corporate culture are reflected in everything we do!  
  
True to our motto "putting people at the center of their actions with respect and trust", we look forward to promoting your career.  
My client, a medium-sized company, is looking for a project assistant (m/f/d) as part of temporary employment with an option to be taken on as soon as possible.  
  
area of ​​responsibility  
  
-Preparation of contracts, contract management and deadline control  
- Supervision of own small organizational projects in corporate structuring  
- Support of the project managers in the joint achievement of project development goals  
- Participation in the acquisition, approval, construction phase and exit  
-Preparation of the construction cost control in the project developer software  
-Communication and correspondence with all project participants  
  
requirement profile  
  
-Completed commercial training or a comparable qualification  
-First professional experience in the described area of ​​responsibility  
- Independent, responsible work, team orientation and communication skills  
-Familiarity with common MS Office products  
-Very good knowledge of German and good knowledge of English  
  
Compensation Package  
  
-We offer personal advice and job suggestions based on your wishes and needs  
-All our employees benefit from our corporate benefits and fitness offers in the form of a gym pass  
-We offer you a secure job with a performance-based salary and opportunities for permanent employment project assistant None 2023-03-07 15:59:15.873000