

Project and Administrative Support (d/f/m).

(896)

📍 Standort: Finkenwerder 📄 Anstellungsart(en): Vollzeit

Wheels up for your career

Discover new perspectives and exciting challenges in the aerospace sector.

You benefit from our many years of experience, our comprehensive support and our good contacts to renowned aerospace companies! You find with us the right position for your personal career planning!

For the location at Hamburg - Finkenwerder we are currently looking for a

Project and Administrative Support (m/w/d)

Your profile:

- University degree in engineering, international management or an appropriate qualification
- first years of experience in assistance and project management
- Experience in Stakeholder Management as a plus
- detail. Knowledge of MS Office
- General experience in IT and digital affinity
- Fluent German and English skill - spoken and written
- Self-reliant and systematic way of working
- stress-resistant
- Ability to work in a transnational team
- Ability to step back and view the subject from a broad perspective
- Team player with willingness to share and learn with/from the group
- Open-mindedness, creativity and customer orientation
- Strong communication skills on all working levels

We offer:

- Pleasant working atmosphere in an international work environment
- Exciting development opportunities and perspectives in the aerospace sector
- High level of personal responsibility for tasks, deadlines and work results
- Full integration into the respective departments and specialized teams
- Regular professional qualification and further training
- Long-term assignment with development prospects at Germany's largest aviation company
- Unlimited employment contract
- Payment above the collective wage agreement according to IG Metal and Equal Pay
- Continuous and comprehensive support from fixed contact persons close to the site

We look forward to hearing from you and receiving your application. Since we know our customers very well, we can forward your application quickly and precisely to the appropriate contact person.

The best thing will be to send us your documents today, please!

Tasks and responsibilities:

- Project management support
- Act as a Digital Ambassador for any new tool deployed in the business to control, organize and accompanies the implementation phase (including training)
- Focal point for all IT tools like ARP/SAP and Skywise
- Secure KPI and Dashboard accuracy and reporting to the stakeholders
- Ensure the on-boarding process for newcomer
- Order placement for subcontracting activities and office equipment
- Support the team in special projects and administrative tasks
- Ensure adherence to Health and Safety documentation and rules
- Support Budget controlling

Unser Kontakt:

PRZ Peters Personal GmbH

Thomas Braun

Zentrales Recruiting

Holstenplatz 6a - 22869 Schenefeld

Telefon: 040 - 83 92 84 0

E-Mail: bewerbung@peterspersonal.de

Art(en) des Personalbedarfs: Arbeitnehmerüberlassung

Tarifvertrag: iGZ/DGB