

PTC | Project Assistant - Job Description

Date: 26/10/2016
Revision: Rev. 02
Copies to: PTC; Public

Personnel no.: ...
Cost Centre: ...

Job description

The assistant to project management will relieve the project manager of routine tasks and provide support in leading and coordinating the project, the team and partners. The scope of duties comprises coordinating and organisational tasks.

Tasks and competences

- Providing project assistance and supporting project management in managing the project by assuming the following tasks:
 - General assistant tasks: Schedule management, PowerPoint presentations, preparations before and after meetings and minutes taking
 - Preparation and follow-up of contracts and reports
 - Organisation of business trips
 - Active contribution to projects within the team
 - Independent following up of planning and controlling instruments for managing and monitoring in coordination with project management
- Ability to work confidently with project planning tools such as MS Project and MS Office for the purpose of preparing reports, minutes of meetings and presentations
- Enjoyment of working in a structured way with in-built flexibility in respect of the tasks required and the location.

Requirements profile

- Degree in business management
- Strong communication and organisation skills
- Independent and reliable way of working with a view to providing project management with professional support and effective relief in the discharging of its duties
- Good knowledge of standard programs such as MS Office and MS Project
- Good communication skills in German and English, both oral and written
- Willingness to travel, commitment and ability to communicate well and work in a team
- Confident manner, flexibility and enjoyment of challenges and changing tasks

Superior

- Project Management

Contact

Mr Maximilian Striegel

Pyrolytec GmbH
Project Office
Hans-Pinsel-Straße 7a
85540 Haar, Germany

Mobile: +49 (0)173 65 33 029
E-mail: m.striegel@pyrolytec.de