

## PTC | Project Controller (m/f) – Job Description

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

### Job description

Project controlling is part of project management, with responsibility for ensuring that the project goals are achieved through gap analysis, ascertaining any deviations, assessing the consequences and putting forward proposals for corrective measures, while making a contribution to planning measures and controlling implementation.

### Tasks and competences

- Responsible for project controlling
- Commercial and business partner to project management
- Management of project planning in accordance with instructions issued by project management, i.e. project planning based on structure, deadline, cost and capacity/resource planning
- Ongoing and proactive control of progress with gap analysis on a monthly basis, as well as final costing by planning area
- Coordination with project management and other parts of the company such as Finance and HR concerning planning and control issues
- Setting in place of the necessary workflows, forms and instructions

### Requirements profile

- Degree in industrial engineering or similar
- Strong organisation skills
- Independent and reliable way of working which provides professional support and effective relief for project management
- Good knowledge of standard programs such as MS Office and MS Project
- 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

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