



PROJECT ASSISTANT

As a project assistant, commercial project management, in close collaboration with project managers, is part of your job. This means you accompany our projects from proposal preparation, order receipt over invoicing up to invoice receipt.

Your Tasks

You support the commercial processes and act as an interface between project managers and accounting.

For the monthly settlement, you determine project data and maintain it in our ERP system.

You demonstrate your organizational skills in supporting the project controlling and providing information to management.

Your Profile

Successfully completed commercial or technical apprenticeship or a comparable degree (e.g. business administration, economic sciences)

You can handle the usual Office packages (Word, Excel, Project) in a secure way and easily familiarize yourself with other software applications (ERP, planning tools)

Good English and German language skills

Strong communication and organizational skills complete your profile

Technical understanding is an advantage

High level of service orientation, flexibility, analytical thinking as well as initiative, empathy and team spirit

We Offer You

An interesting work environment in a highly motivated, dynamic project team

State-of-the-art topics in the field of the automotive future

An attractive customer environment from the international automotive industry

Exciting and varied activities with individual development opportunities

Creative leeway and short communication channels in a flat hierarchy



In a nutshell:

Business Areas

- Vehicle development
- Production
- After-sales
- Connected vehicle
- Logistics and quality assurance

Customers

- International automotive industry
- Commercial vehicles, agricultural machinery and building materials industry
- Airport logistics

Corporate Culture

- Family-owned business with heart and mind
- Culture of open doors
- Short decision paths
- Team spirit & openness

Employees/Sites

- Over 500 nice colleagues worldwide
- Subsidiaries in China, Italy, South Africa, Mexico, Brazil, India and the USA

Become a part of the DSA team and send us your complete application documents as well as specifications regarding your disposability and desired salary in German or English.

For more informationen about us visit www.dsa.de/en/karriere/

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