

Project Assistance (m/w/d)

Fulltime | Hart bei Graz, Austria

#yourmission

- You support the department heads and project teams with organisational issues
- You monitor strategic and operational project tasks and compliance with processes
- Scheduling and coordination of project participants are a matter of course for you
- You create presentations in preparation for workshops, telephone conferences or steerings
- You monitor compliance with the organisational requirements of the project team
- You are the organisational contact person for internal and external project teams
- You take care of team and departmental matters
- You create and supervise internal settlements between branches
- You work closely with international team members

#youareknapp

- You already have a basic understanding of project management, planning and documentation requirements
- You have a high level of commitment and resilience and strong analytical skills
- Ideally, you have already gained experience in operational project management
- Your working style is characterised by speed, reliability and a high sense of responsibility.
- You are a reliable and trustworthy person and have a high level of empathy and good communication skills
- Team spirit, initiative, personal responsibility and solution-orientation are among your strengths
- You are a talented organiser and communicator with the necessary knowledge of integrity
- You have excellent knowledge of MS Word, Excel and PowerPoint, Microsoft 365 (incl. MS Teams) SAP knowledge would be an advantage
- You have excellent German and English skills (written and spoken)
- You are willing to travel internationally (<10%)

#weareknapp

We offer you professional and personal development programmes as well as the opportunity to work in a motivated team where the willingness to take responsibility and enthusiasm for implementing ideas are welcome. The minimum salary for this position is EUR 3.040 gross per month in accordance with the collective agreement.



However, we offer a market-compliant salary depending on your qualifications and previous experience.

