

Working student – Project planning (m/f)

You have a keen eye for detail but do not lose sight of the big picture. You create structure in complex environments with a precise way of working. Planning and organisation are part of your core competence.

Responsibilities:

- Project assistance, i.e. maintenance of project schedules and preparation of project development.
- Preparation of Gantt charts for existing and upcoming projects
- General administrative tasks

Qualifications:

- Business studies or comparable
- First experience with Gantt-Chart preferable
- Professional office mentality, technical understanding and great accuracy
- High reliability as well as a thorough and independent way of working
- Confident IT skills in MS Office and Adobe Acrobat
- Organise, coordinate and enjoy working with people
- Fluent knowledge in German / English

Our offer:

- A nice workplace in a pleasant and collegial working atmosphere
- An attractive salary
- The distinctive collaboration in an owner-managed traditional company
- The office location is Halstenbek - with very good connections to public transport and in direct proximity to the A7/A23. Employee parking spaces are available

We look forward to receiving your application!