

1 Ebene

Project Assistance Retail Marketing

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We are looking for an individual with organisational talent and a sense of creativity

THE RESPONSIBILITIES

- Supporting Account Management with operational project work
- Creative and constructive input for project development
- Planning projects independently, efficient project implementation and project costing
- Preparing quotations independently and invoicing
- Customer care and development in collaboration with Account Management
- Supplier management, supplier coordination and price negotiation
- Supervision of production and logistics
- Project controlling and final project documentation

THE REQUIREMENTS

- Degree in business management or similar
- Professional experience in an agency environment
- Experience of HR coordination and resource planning
- Independent, structured working style, pragmatic execution skills
- Quick grasp of facts, analytical, conceptual thinking and approach
- Very good communication skills and strong team spirit

- Reliability, ability to work under pressure, flexibility and a well-developed sense of responsibility
- Above-average level of commitment
- Proficiency in written and spoken English. Other languages an advantage
- Very good knowledge of MS Office, experience in using agency software

WE LOOK FORWARD TO RECEIVING YOUR DETAILED APPLICATION BY E-MAIL, SPECIFYING YOUR EARLIEST POSSIBLE START DATE AND YOUR SALARY EXPECTATIONS.