

WE ARE HIRING!



02 PROJECT ASSISTANT (GERMAN)

JOB DESCRIPTION:

- **Training in German from 3 months**
- Get requirement, investigate and work with customer/project manager to implement project.
- Build up process of project.
- Maintain, update, control and manage project about: quality, quantity and capacity according to production goal and customer's requirements.
- Maintain, update and follow production plan.
- Analyze errors and train operators.
- Support in language of project (if any).
- Manage, evaluate and coach operators.
- Update and train for typist when requirements is changed and updated.
- Make report / statistics.
- Others task as required.

REQUIREMENT:

- Bachelor's Degree in a related field (Banking, Finance, Business Administration, Computer Science or Engineering).
- **German advanced mastery of oral and written business communication style and usage.**
- Excellent and effective communication/training skills.
- Ability to multitask and flexibility.
- Ability to work under pressure, independently and within a team.