

# Project Support Coordinator

## Vos activités

- Provide administrative support in the day-to-day planning and delivery of projects, related activities, and tasks.
- With guidance and support, complete tasks to a high standard and ensure they are carried out in strict compliance with internal policies and procedures and current legislation.
- Support Project manager in the development of Project plans and schedules for assigned client orders.
- Support with external clients regarding aspects of customer orders and their delivery up to and including regular progress meetings, kick off meetings etc.
- Support the project manager to ensure on time delivery for project resources both internally and externally where required.
- Provide support for creation, preparation and on time submittal of client project specific documentation
- Organize and update documentation for required meetings both internal and external.
- Support in the development and submission of customer progress reports as required.

## Votre profil

- Educated to Degree level in relevant subject or equivalent is preferred
- Fluent in English & any other languages is beneficial.
- Computer literate & a good knowledge of MS Office (MS Office) & Microsoft Projects
- Strong interpersonal and communication skills
- Demonstrate good time management and organizational skills,
- Organizing and prioritising a varied workload with minimum amount of supervision
- Completing a range of clerical and administrative tasks
- Respecting confidentiality
- High degree of accuracy
- Understanding business requirements (e.g. Health and Safety, Employment Law)

## Notre offre

We want our employees to do well with us. That's why we offer them not only an exciting job in an international technology group, but also numerous additional offers such as flexible and hybrid working, sabbaticals and other benefits.

Ready to drive with Continental? Take the first step and fill in the online application.



Référence  
**REF78750F**

Domaine fonctionnel  
**Logistics**

Site  
**Szeged**

Niveau de leadership  
**Leading Self**

Flexibilité du poste  
**Hybrid Job**

Unité légale  
**ContiTech Rubber Industrial Kft.**

## **A propos de nous**

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In 2021, Continental generated sales of €33.8 billion and currently employs more than 190,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary.

The ContiTech group sector develops and manufactures, for example, cross-material, environmentally friendly and intelligent products and systems for the automotive industry, railway engineering, mining, agriculture and other key industries. Guided by the vision of “smart and sustainable solutions beyond rubber,” the group sector draws on its long-standing knowledge of the industry and materials to open up new business opportunities by combining various materials with electronic components and individual services.