

# JENBACHER



## INTERNSHIP - ENGINEERING PROJECT MANAGEMENT OFFICE (M/F/D)

This position is part of engineering development in the project management office (PMO) and requires high cross-functional interaction with other functions like Engineering, Sourcing, Operations, IT, Quality and Finance. The PMO is focused on project management, cost controls, schedule management, milestones track and project status presentation.

### Your responsibilities:

- Support engineering projects from conceptualization until full validation.
- Support project budget and timeline estimation.
- Support project execution in different phases to assure on time and on budget delivery.
- Update project status, dashboards and prepare presentation.
- Support new process definition and project management software roll out.
- Follow up milestones' accomplishment, create and update Key Performance Indicators (KPI).
- Facilitate the proper usage of project management tools.
- Drive regular cross functional meetings, prepare minutes of meetings, track open actions, escalate deviations to leadership.

### Your Profile:

- Study in a technical and/or management field (ongoing or finished).
- Strong IT skills and ability to work with software implementation.
- Good project management, analytical thinking, and communication skills.
- Like to work with big data analysis, excel and project management software.
- Affinity for technical and commercial topics to optimize products and processes.
- Fluent in German & English language (verbally and written).
- Curious to learn and self-driven to identify improvement points.
- Strong sense of collaboration to help in multiple tasks.
- Independent, proactive and flexible working approach.
- Computer Skills: MS Office (Excel,...), Tableau, Daptiv, ServiceNow.

The base pay is composed of the amount according to the Austrian collective agreement which is **EUR 2.195,46** gross per month (x 14) for month 1-6 and **EUR 2.763,02** gross per month (x 14) for month 7-12.

### WHY INNIO JENBACHER?



International working environment & sustainable company  
Owning projects, responsibility & further career opportunities  
Flexible working hours, homeoffice & very good salary  
15 min by train from Innsbruck to Jenbach  
Canteen with seasonal and regional food

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JOB DESCRIPTION