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.

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Flexible working hours, homeoffice & very good salary
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JOB DESCRIPTION