



Project Coordinator 100% - with immediate effect, Widnau

Main Task:

- Coordination of project plans, resources, equipment, and information
- Organization of meetings, team events, internal trainings, etc. with the aim to ensure that the right (internal and/or external) participants are present and that they receive the currently valid documents in time.
- Establish a well-structured digital repository, with appropriate access rights for all employees involved in the project
- Creation and archiving of meeting minutes, reports, contracts
- Exchange within the project team and with suppliers to identify all requirements for the project and to introduce the requirements into the project work in a structured way.
- Regular notification of the project status to all (internal and external) parties involved in the project, including ensuring that all activities are carried out on time, supervising the senior members of the respective function
- Monitoring the actions of partners and subcontractors in accordance with the contracts
- Collection of material for presentation and related preparation.
- Monitoring of compliance with applicable requirements and standards as well as additional requirements set by the project organization
- Regular preparation of the most important project key figures and framework data (budget, time, content) and communication to the Head of Design Organisation
- Project control with the project management tool "Microsoft Project"
- Ensuring that project sensitive information is kept confidential and data protection regulations are observed
- Collection, analysis and documentation of all project-relevant internal and external data and information.



Competences

- Training as project coordinator or equivalent
- Aviation experience in development, manufacturing, and maintenance desired
- Experience in project management methods and planning techniques as well as a confident use of appropriate software tools

We offer you an interesting, responsible and varied job, a state-of-the-art workplace and an extremely motivated team. You can expect attractive working conditions and good social benefits, such as

- Free parking directly at the company building
- Free coffee & water dispenser

Are you also interested in historic aviation and the challenges associated with it? Would you like to become a part of the JUNKERS family?

Then send us your application today!

jobs@junkersaircraft.com - Ms. Marlies Wimmer (HR Assistant)

If you have detailed questions about the advertised position, please contact Mr. Bernd Huckenbeck bhuckenbeck@junkersaircraft.com

Applications will be accepted by E-Mail only.