



## ***Power your Career to New Heights with HUAWEI***

### **About Huawei**

- Our products and solutions have been deployed in over 140 countries, serving more than one third of the world's population.
- Our business language is English: Unlike other players in the industry, we truly offer an English language dominated environment. This means: the opportunity to work in a multinational with people from multiple backgrounds- a deep enhancement for any resume.
- We seek and reward talent. At Huawei, if you are driven and show results, you will see these efforts rewarded. We have a culture that rewards hard work and dedication. We don't take people for granted.
- 18 locations in Germany. 5 Research & Development Centers. 1600+ employees in Germany. Yes, we are growing!
- We operate globally! We are the largest telecommunications equipment manufacturer in the world, and we are going for more every day. Who wouldn't want to have this on their resume?
- We are friendly and we like it that way: At Huawei, we have a nice working environment. Doors are open, and people collaborate with each other in a non-political manner. It's fun coming to work!
- We offer international real professional development opportunities. Anywhere you are, Huawei is there!
- We are diverse, and we embrace it - We have more than 150 nationalities worldwide. Working at Huawei, not only will you grow as a professional, but you will enrich your life!



# ***Project Assistant (Internship)***

**Job location:** Munich

## **Main Responsibilities:**

1. Assist project manager to track the key tasks, issues and risks.
2. Organize and follow up project meetings.
3. Support the project manager to issue the project documentation and manage files.
4. Prepare monthly report.

## **Requirements:**

1. Bachelor or master in telecommunications related major is preferred.
2. Both German and English are on business proficiency level in verbal and written.
3. Good practical knowledge of MS Office, especially Word and Excel.
4. Strong communication skills and service-oriented approach.
5. Great sense of responsibility and confidentiality.

## **Contact info:**

Please send your detailed Resume or CV in English via e-mail to [recruiting.de@huawei.com](mailto:recruiting.de@huawei.com) indicating the position and work location that you apply for.

