



## ***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***

**Job location:** Düsseldorf

**Contract:** Contract with leased labor company (18 months contract)

## **Main Responsibilities:**

- Ensure a smooth workflow of all administrative tasks within the team.
- Support the team in its daily work, assistance with basic business requirements, e.g. project management, translation and preparation of data for report, preview and check of e-flows, etc.
- Assist with preparation of weekly or monthly reporting.
- Assist with division meeting arrangement, documentation management and team building events.
- Support the team experts with travel arrangements, expense management and travel expense declarations.
- Undertake a variety of administrative and organizational tasks relating to the current needs within the team.

## **Requirements:**

### **General requirements**

- Be familiar with MS office software, especially MS Outlook and Excel
- Work reliable and consistent
- Obtain basic knowledge of telecommunication
- Self-motivated, cooperative and flexible personality

### **Experience**

- Experience in project Management
- Experience in Data - and Doc-management

### **Language**

- Excellent written and communication skills in English
- Basic German
- Chinese language skills are an advantage

## **What we offer:**

We offer you a professional career in one of the leading multinational telecommunication companies, challenging work and a competitive salary package. You will also receive opportunities to join trainings to improve your skills.

## **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.

