



KI2615 | Junior Business Development Manager (m/f/d)

Pforzheim, Warschau (POL), Legnica (POL)

Your Tasks

Supporting our project controllers and project managers, for example, in the following areas:

- Search and contacting prospective clients
- Scheduling and coordinating meetings
- Managing follow-ups after meetings and events
- Maintaining and updating Salesforce records
- Preparing presentations and sales materials
- Preparing tailored client proposals, including creating offer numbers
- Tasked tracking and documentation
- Project organization and documentation
- Cost estimation
- Maintenance of databases (e.g. project costs, project accounting)
- Handling customer-specific procurement and billing systems
- Preparation of presentations, cost reports and status reports
- Support in contract and claim management

Your Profile

- Completed technical, commercial or preferably academic education
- Sound knowledge of MS Office (especially PowerPoint and MS Project)
- Initial professional experience in an engineering consultancy or in industry is desirable
- Strong teamwork and communication skills, flexibility and commitment
- Mandatory language skills: Mandarin and English
- Willingness to travel nationally and internationally, as well as willingness to relocate nationally and internationally

We offer

- Unlimited longterm employment and career
- Participation in interesting, challenging and future-shaping projects nationally and internationally
- Flexible working hours Targeted further development of your methodological toolset and personal competencies
- Distinctive team atmosphere within our family-owned company
- Holistic climate protection policy

About us

THOST is one of the leading German companies in project management. From our locations in Germany and abroad, we manage complex projects in the fields of real estate, mobility, IT, plant engineering, infrastructure and energy. With our broad expertise in project management, we serve national and international industrial clients as well as public and private investors.

Projects are our world!

APPLY HERE

Contact

E-Mail: career@thost.com

Homepage: <https://thost.de/en/career>

You can find detailed information on how we handle your personal data as part of the application process in our privacy policy.

