



## KI2502 - Technical Project Assistance / Secretary (m/f/d)

Valencia (Spain)  
Part-time / full-time

### Your tasks

- Support of the project management team
- Handling of telephone and written correspondence as well as taking minutes
- Preparation and follow-up of external and internal appointments and meetings
- Independent organisation of the secretariat
- Task management
- Data management & document management /administration project filing
- Order management, purchase requisitions

### Your profile

- Successfully completed commercial or technical education
- At least 3 years of professional experience in the field of assistance or secretarial services, preferably in the area of major projects
- Excellent knowledge of MS Office (especially Word, Excel, PowerPoint, Outlook)
- Excellent English language proficiency, incl. in business contexts
- High affinity to software tools used (e.g. Smart Sheet, cost-database-system) desirable
- Organisational talent, strong team and communication skills, confident personal skills, customer orientation, flexibility, and ability to work independently

### We offer

- Ergonomic and modern (non-territorial) workplaces with state-of-the-art IT equipment that enable mobile, locationindependent work (incl. remote work)
- Flexible working hours and 28 days vacation per year plus special days off
- Additional benefits
- 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!

Jetzt bewerben

### Kontakt

- **Bewerbungs-Hotline:** +49 72 31 15 60 888
- **Bewerbungs-E-Mail:** [karriere@thost.de](mailto:karriere@thost.de)
- **Bewerbungs-Infos:** [www.thost.de/karriere](http://www.thost.de/karriere)

