



Project Assistance / Secretary (m/f/d) | #KI2506

Jawor (Poland), Wrocław (POL)

Your Tasks

- Independent organisation of the secretariat
- Active outreach to new and existing clients and partners
- Support in the preparation of presentations, offers, and status reports, incl. for project purposes
- Preparation of appointments with clients and partners. Maintenance of databases (e.g. CRM/Salesforce, purchasing)
- Preparation and follow-up of acquisition appointments and events (trade fairs, conference, business mixers, etc.)
- Management of telephone and written correspondence as well as minute-taking

Your Profile

- Successfully completed commercial or technical education
- Professional experience in the secretarial, sales and/or acquisition field preferred.
- Excellent knowledge of MS Office (especially Word, Excel, PowerPoint, Outlook)
- Excellent English language proficiency, incl. in business contexts and Polish language skills desirable
- Excellent organisational talent, strong team and communication skills, confident personal skills, high customer orientation, flexibility, and ability to work independently

We offer

- 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: karriere@thost

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](#).

