



IT SERVICES

EVERYWHERE

hemmersbach
CREATE TRUE SERVICE

Hemmersbach is specialised in cross-border infrastructural services for the information technology (IT) industry. We have more than 2000 employees in 34 subsidiaries and the network of Hemmersbach Authorised Partners (HAP).

With their help, in over 190 countries worldwide, we offer our services within the following five segments: Repair, End User support, Expert Provision, Release & Deployment, Data Center Maintenance.

For Hemmersbach Poland located in Bielany Wrocławskie we are looking for English speaking Project Assistant to join our team.

Project Assistant

Your main responsibilities:

- ✓ Support to Service Delivery Manager including:
 - Data collecting and validating,
 - Preparing Excel based reports and raw data analysis,
 - Project progress and quality indexes monitoring,
 - Detecting and reporting inconsistencies in projects,
 - Administration of related IT-systems,
 - Process changes implementation and management,
 - Organising, planning, hosting appointments,
 - Creating proposals for special requests,
 - Project documentation review and update,
 - Sending Newsletters and Weekly Updates,
 - Onboarding, offboarding and entitlements management.

- ✓ Cooperation with the central headquarter and the other subsidiaries of the company,

- ✓ Other administrative works,
- ✓ Creating positive image of the company.

Our requirements:

- Very good knowledge of **English** language,
- MS Office (especially Excel, Word, PowerPoint),
- Highly developed communication skills,
- Good analytical skills and ability to draw conclusions quickly,
- Great precision and patience,
- Readiness to multitasking and coping with a heavy workload,
- Flexibility and openness to new, interesting tasks.

We can offer you:

- Stable work in international, flexible and opened company
- Stable working hours,
- Permanent support in daily tasks,
- Wide range of trainings and personal development,
- Interesting international projects,
- Welcoming and friendly work environment,
- Multisport and LUX-MED package.

Would you like to join our team? Please send your CV **in English:**

Jobs.2233@hemmersbach.com

Please add a statement: „Wyrażam zgodę na przetwarzanie moich danych osobowych dla potrzeb rekrutacyjnych Hemmersbach GmbH & Co. KG (zgodnie z Ust. z dn. 29.08.1997r. o Ochronie Danych Osobowych, Dz. U. nr 133 poz.883).”

We kindly inform you that we will contact only with the chosen candidates.