

Overview:

My client, one of the world's leading independent automotive consultancies has an interesting vacancy for a proactive

Project Technical Support / Technická podpora projektů

We are looking for a project technical administrator to assist my client engineers with a variety of project delivery tasks including issues tracking, engineering change management, bill of materials and project metric tracking.

The Role:

- Reporting to systems engineering team leader in Prague
- Working with the engineering team to support them with data collection and tracking
- Monitoring and tracking of technical information
- Monitoring and tracking of engineering issues
- Monitoring and tracking of engineering change
- Management of the timing plans, test plans and component release information supplied by the engineers
- Coordinating information between my client and prototype/production suppliers

The ideal candidate will:

- Be well organized and have good Microsoft Office skills
- Have good communication skills, including good written and spoken English
- Be proactive in helping the engineers manage issue resolution
- Demonstrate excellent attention to detail
- Be proactive, motivated and experienced in working in an office/admin environment
- PLM experience (Enovia, Teamcentre, Windchill) relating to change control management would be an advantage
- OEM component release system experience would be an advantage
- Have a valid driving license and be willing to travel to the UK offices or customer locations for short durations

We offer:

- An interesting and varied role with an expanding international company, recognized for its industry expertise
- Modern offices close to city Centre (tram, metro B)
- Work with latest technologies
- Company culture supporting teamwork and creativity
- Possibility to travel
- Possibility to progress
- Motivating employee benefit package (travel transport subsidy, contribution to life insurance, sport activities, flexible working hours, English lessons with native speaker etc.)

In the case of interest, please, send your CV to Jana Kovačičová, jana.kovacicova@b-de.eu, tel. 724 566 277.