



We are a leading developer and manufacturer of mechanical and electronic locking systems as well as car access and authorization systems for the global automotive industry. Founded in 1908 in Velbert, Germany, we are an independent, family-owned company with around 9,300 employees at locations in Europe, America and Asia and achieved sales of around EUR 1.1 billion in the financial year 2019.

## Project Coordinator (JR. Project Manager)

**Overview:** The Project Coordinator leads the administrative tasks within a project as a support for the Project Manager. He/She will make sure that internal documents and clients documents are up to date, correct and available for a cross-countries Project Management team. Will also be involved in RfC (Request for Change) Projects as main responsible and act as an interface with the customer or internal stakeholders

### Key Activities

- ▶ Responsible for overall internal and external customer satisfaction of assigned work packages
- ▶ Support the Project Manager on the administrative and specific tool related tasks
- ▶ Review RfC project requirements and develop timelines to meet project milestones with the nominated project team
- ▶ Present RfC Project Status to Steering Committee for Gates as well as Critical Issues in a timely manner
- ▶ RfC Projects budget evaluation and execution responsibility
- ▶ Establish, monitor, track and maintain the RfC Project Open Issues list and drive for in time in quality completion.

### Desired Profile

- ▶ Knowledge of Automotive development and industrialization processes
- ▶ Bachelor/Master's degree in Engineering, Computer Science or a related technical field
- ▶ Ready to negotiate using internal resources in a matrix-based organization
- ▶ Team player with an open minded attitude
- ▶ Priority management within projects

- ▶ Strong communicator both written and verbal in English; German language skills a big plus!
- ▶ Self-efficient and very organized

### Benefits

- ▶ Induction and training programs that provide you with all of the knowledge to excel at the workplace
- ▶ Young, professional and dynamic team
- ▶ Competitive salary and flexible benefits (sports, wellness, transport, holiday reward etc.)
- ▶ Health and well-being (medical care, fruits day, lunch vouchers etc.)
- ▶ Professional development both technical and managerial
- ▶ Increased work-life balance (flexible working hours and mobile work, extra vacation days)
- ▶ Special fidelity package
- ▶ Modern and central working facilities (contemporary offices, relaxing and entertainment areas)

**If this sounds interesting to you, please send your comprehensive application materials to:**

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