

Job Title:

Project Assistant

Location:

Berlin (Schönwalde-Glien)

IMTEC GmbH, as part of VI-grade GmbH, is part of HBK's Virtual Test Division, which provides real-time software, simulator and hardware-in-the-loop solutions to virtually test products throughout the development cycle, helping companies accelerate innovation, reduce physical prototypes and time to market, and improve their competitive advantage.

Our real-time simulation and professional driving simulator solutions include static deskside solutions, through to full-scale driver-in-the-loop dynamic simulators. We deliver turnkey solutions to enable transportation industry OEMs, suppliers, research centers, motorsport teams and universities to accelerate product development. This includes supplying proprietary software, hardware, services, and an open framework for customization.

Virtual Test employs 250+ highly skilled colleagues worldwide, and has offices in Germany, Italy, France, UK, China, Japan, and the USA, as well as a broad network of worldwide channel partners.

Primary Responsibilities:

- Personnel management (administration of personnel data, updating and adjustment of data)
 - Vehicle pool management
 - Travel expense management (travel bookings, expense management and accounting)
 - Invoice administration and data transfer
 - Order administration and liquidation position
 - Organisation of operational matters
 - Accounting (wage approval and transmission of data)
 - Administration of digital time recording programme internally and across locations
- Highly sensitive data management and precise processing by administrative staff

Qualifications:

- Computer skills
- Very good communication skills and flexibility in the workplace
- Ability to work in a team and quick comprehension
- Independence and organisational ability

To Apply:

Go to https://spectris.wd3.myworkdayjobs.com/HBK_Careers/job/Schnwalde-Glien-DE/Projektassistenz_13199