AMPEROX
ENGINEERING SOLUTIONS

Assistance of the management (m/f)

Job Description:

- Commercial project management
- Debtor-creditor-bookkeeping
- Tracking of projects
- Human-Resources-Management
- Business organisation
- Participation on client meetings and negotiations
- Suitable for career changer and young professionals

Job Specification:

- Serious interest on the business of AMPEROX
- Experience in the application of cloud- and web-based ERP software
- Experience in the application of office software
- Experience in paperless workflows
- Languages: English, German

Working time and location:

- Location is the office in Dresden
- Parttime, 20h/week, unlimited
- Possibility to further fulltime extension