

## Administrative Project Coordinator (f/m/d) – Dresden



SURAGUS GmbH is a leading edge developer and manufacturer of thin film testing solutions in Germany. The wide and high frequency range of the eddy current technology EddyCus® systems enables metrology for quality and process control. The EddyCus® testing systems are used for the characterization of deposition, pre and post treatment, lift off processes of coatings on glass, silicon, plastics, ceramics etc. as well as fiber reinforced composites. EddyCus® testing systems are used for serial testing, process control and quality assurance in large multinational companies, SMEs, testing laboratories and research institutes world-wide.

We look forward to receiving your application including cover letter, resume and references. Please send us your application **including salary requirements** and earliest starting date preferably in a single PDF document to [jobs@suragus.com](mailto:jobs@suragus.com).

**We are looking for you! Immediately as Administrative Project Coordinator (f/m/d) – Dresden**

### Job Description

- ▶ Administrative management of internal grant projects
- ▶ Budget application, plan staff hours
- ▶ Communicate with project sponsors and coordinate internally with management (email, phone, in-person) Prepare and execute payment calls
- ▶ Prepare assignment, schedule and project plans in close coordination with management
- ▶ Tracking and reporting of project contingents
- ▶ Capacity and workload planning, forecast project revenues
- ▶ Maintenance of project profiles
- ▶ Maintaining the registration of projects with project partners

### Expectations

- ▶ Trained businessperson and at least 3 years of professional experience in the field or completed studies at a university of applied sciences or BA diploma
- ▶ Careful and independent way of working
- ▶ High level of text comprehension- understanding and processing of ancillary provisions
- ▶ Strong affinity with MS Excel and forms
- ▶ Strong communication skills (precise and appropriate to the target group)
- ▶ High level of initiative, hands-on mentality
- ▶ Very good German language skills as well as good English language skills (written and spoken)
- ▶ Solution- as well as customer-oriented way of working

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LinkedIn 

### What does SURAGUS Offer

- ▶ Indefinite employment contract
- ▶ Long term oriented company growth
- ▶ Well balanced team and motivated team members
- ▶ Responsibility to achieve results with opportunities for self-actualisation
- ▶ Company pension scheme in accordance with German regulation is available
- ▶ Core working hours with flex time concept
- ▶ Home office arrangements
- ▶ Company sports, tea and coffee flat rate, employee vouchers

Is another benefit particularly important to you? Feel free to ask us about it!

Engineered and Made in Germany

