

# COMMERCIAL PROJECT ASSISTANT (M/F/D)

Commercial

Dresden

Job ID: 12267

[careers.exyte.net/en/jobs/commercial-project-assistant-mfd/11577?\\_c=1673440552](https://careers.exyte.net/en/jobs/commercial-project-assistant-mfd/11577?_c=1673440552)

## Your vision is ambitious. Just like ours.

Our people are our success. As one of us, you will contribute to engineering excellence for the high-tech markets of the future, including semiconductors, batteries, pharmaceuticals, biotechnology, and data centers. At Exyte, you will be part of a global community of challenge seekers who are ambitious and passionate about innovation. Together, we will build on our company's long history and keep on leading the way to a better world.

## Explore your tasks and responsibilities

- Participate in offer calculations
- Prepare and review contracts as well as participate in contract negotiations
- Create and monitor project budgets and costs as part of our project controlling
- Evaluation and clarification of contractual points as well as service and billing differences, supplements
- Clarification and evaluation of project-related, tax and insurance-related issues with our specialist departments
- Update project forecasts

## Show your expertise

- University degree or completed apprenticeship with focus on business administration or project management (or a comparable field of study)
- Experience in a similar function such as Junior Project Management
- Knowledge of contract law (VOB, BGB) is a plus
- Fluent German and good written and spoken English
- Very good knowledge of MS Office and ideally SAP R/3
- Motivation and independent working style to push topics independently and persistently and to achieve high quality results
- Excellent team spirit and communication skills as well as ability to work under pressure

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