

ADMINISTRATOR FOR DIGITAL SUSTAINABILITY PROJECTS (F/M/D)

AUFGABEN

- Support and assist our newly established Sustainability projects related to digital verification partnership (e.g. SustainCert)
- Lead the invoicing process, payments, and contracts related to this new digital Sustainability project in coordination with Corporate Sustainability office
- Support grant applications and funding proposals by providing financial documentation and analysis
- Monitor project expenditures and prepare financial reports of the project
- Assist in budgeting, forecasting, and financial planning for proper operation and closing of the digital Sustainability project
- Collaborate with cross-functional teams to streamline processes in line with quality management system
- Close collaboration with Head of HR, Finances and Quality and support of all administrative processes
- Integrate the new Sustainability projects into our existing ISO 9001 quality management system
- Close collaboration and coordination with an international team in terms of scheduling tasks, internal invoicing and communication management

QUALIFIKATIONEN

- Bachelor's degree in Business Administration or a related field
- At least 3 years of experience in administration and process or quality management with general IT service content
- Strong analytical skills with a focus on financial and operational data analysis
- Excellent organizational and multitasking abilities, with a keen eye for detail
- Proficiency in Microsoft Office Suite and experience with SAP
- Strong communication skills, both written and verbal in German and English, with the ability to collaborate effectively across departments internationally

Details zur Ausschreibung

BESCHÄFTIGUNGSART

Vollzeit / Unbefristet

ARBEITSMODELL

Hybrid

STANDORT

München

LAND

Deutschland

EINSATZBEREICH

Strategische & kaufmännische Funktionen

EINSTIEGSLEVEL

Berufserfahrene

GESELLSCHAFT

TÜV SÜD Digital Service GmbH

KENNZIFFER

143218

Kontakt

TÜV SÜD Recruiting

089 5791-2619

 JETZT BEWERBEN