**Process engineer intern position**

**Position Overview:** We are seeking a motivated and enthusiastic Project Manager Intern to join our dynamic team. As a Project Manager Intern, you will work closely with a cross-functional teams to support the planning, execution, and completion of projects.

**Tasks:**

* **Coordinate Team Activities:** Facilitate communication between project teams, stakeholders, and external partners. Schedule and organize meetings, track action items, and ensure timely follow-ups.
* **Monitor Progress:** Help track project progress against the plan. Identify and report potential risks and issues. Assist in updating project status reports and dashboards.
* **Documentation and Reporting:** Maintain project documentation, including meeting minutes, status reports, and project plans. Assist in preparing presentations and reports for internal and external stakeholders.

**Expectations:**

* **Language** : at least intermediate level of active English
* **Education:** studies in progress, in in Project Management, Engineering, Business Administration, or a related field.
* **Availability** : at least 24 hours, 3 days a week, on site
* **Skills:** Strong organizational and communication skills. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint). Familiarity with project management tools is a plus.
* **Experience:** Previous internship or coursework related to project management or automotive engineering is beneficial but not required.
* **Attributes:** Proactive, detail-oriented, and able to work collaboratively in a fast-paced environment. Strong problem-solving skills and a keen interest in the automotive industry.

**What we offer:**

* real industrial experience in a dynamic growing printing company
* opportunity for work experience for your degree
* flexible working hours compatible with university studies
* employment through a student’s  cooperative

If you are interested in this opportunity, please contact us!