

中国检验认证集团(英文名称: China Certification & Inspection Group, 英文缩写 CCIC)是由中国国务院批准成立, 中国国家质量监督检验检疫总局(AQSIQ)授权、中国国家认证认可监督管理委员会(CNCA)认可的中国最大、国际知名的检验认证机构。

中国检验认证集团德国有限公司, 英文缩写: CCIC Germany GmbH, (原中检集团不莱梅有限公司, 自 2018 年起更名为中检集团德国有限公司), 是 CCIC 在欧洲设立的第一家以检验、鉴定、认证和测试为主营业务的独立第三方检验认证机构。

因项目需要, 现急需一名: 项目管理助理

工作地点: 法兰克福

入职时间: 2022 年 2 月 1 日 (可商议)

薪酬待遇: 面议

岗位职责:

1. 协助项目经理整理相关技术文件;
2. 协助项目经理与大客户接洽;
3. 根据大客户要求, 协助项目经理确定方案策略和可行性分析;
4. 拓展学习车辆系统专业知识, 与内部团队合作, 获取并收集外部信息;
5. 配合团队进行相关业务拓展。

任职资格:

1. 本科学历及以上, 理工科背景, 车辆工程、材料、电子、机械专业优先;
2. 对汽车有浓厚的热情, 具备一定程度的发动机和车辆技术知识, 且对车辆的安全要求和功能安全要求有一定了解;
3. 主观能动性较强, 有一定的自我学习能力;
4. 熟练掌握基本办公软件;
5. 可以适应出差;
6. 良好的口头和书面沟通能力, 中文母语, 英语流利, 会德语者优先;
7. 有德国驾照者优先。

China Certification & Inspection (Group) Co., Ltd (CCIC Group) is a world-famous and also the largest inspection and certification institution in China with accreditation from the General Administration of Quality Supervision, Inspection and Quarantine of the People's Republic of China (AQSIQ) and Certification and Accreditation Administration of the People's Republic of China (CNCA).

CCIC Germany GmbH (CCIC Bremen was renamed as CCIC Germany since 2018.) is the first third-party inspection and certification institution in Europe. The main business includes inspection, authentication, certification and testing.

We are now looking for a **Project Management Assistant** for our new project

Job Location: Frankfurt am Main

Entry time: February 1, 2022 (negotiable)

Salary: Negotiable

Job responsibilities:

- Assist the project manager to organize technical documents;
- Assist the project manager during the communication with the client;
- Assist the project manager to determine the plan strategy and feasibility analysis based on the requirements of the client;
- Expand the professional knowledge of vehicle systems, cooperate with internal teams, obtain and collect external information;
- Cooperate with the team for business development.

Capacity & Skill Requirement:

- Bachelor degree or above, major in vehicle engineering, materials, electronics, mechanics is preferred;
- Have a strong passion for automobiles, with a basic knowledge of engine and vehicle technical, and possess a basic understanding of vehicle safety requirements and functional safety requirements;
- Being a self-starter, operational and execution-driven facilitator, and problem solver;
- Proficient in MS-Office;
- Willingness to travel;
- Proficiency in Chinese, fluency in English, German is a plus;
- German driving license is a plus