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Job Title:

Project Management Assistant (m/f/d) – Graduate Program

Job Location:

- Düsseldorf, Germany
- Business travel within Germany possible

Main Responsibilities:

- Maintain the project management database to initiate, plan, deliver, handover and close projects
- Create project resource forecasts and coordinate corresponding resources
- Support the project manager in budget planning and budget control, quality planning and quality control, as well as help to evaluate on risk and issue management
- Oversee the customer purchase order management from order entry up to billing and revenue recognition supporting the successful commercial closure of projects including management of contract change
- Under supervision of project manager present small projects including communication to all internal and external stakeholders

Requirements:

- Bachelor or higher in Industrial Engineering, Information technologies, Telecommunication or similar field of studies
- Strong communication skills and ability adapt to fast-changing environment
- Good team spirit and ability to tackle challenges within multicultural business environment to achieve push and win projects

Language requirements:

- Fluency in English and German (C1-C2) mandatory

What we offer:

We offer you an exciting professional career in one of the leading and fastest growing multinational telecommunication companies, challenging work and a competitive salary package. Personal development is ensured through many training opportunities in Western Europe and abroad.



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Fresh Graduate Program in Germany:

- **Professional Career Path:** We offer you an exciting professional career in one of the leading and fastest growing multinational telecommunication companies
- **Personal Development** is ensured through training and workshop opportunities: Comprehensive training programs throughout the first 6 months.
- **Firsthand experience** in customer engagement and new technology innovation
- **Challenging and diverse assignments** that enable you to continuously develop your personal and professional strengths
- **Mentor/Buddy Program:** A mentor that will guide you through both business and intercultural development
- After onboarding, **internal networking activities** with other fresh Graduates take place constantly

About Huawei

Huawei is a leading global provider of information and communications technology (ICT) infrastructure and smart devices. With integrated solutions across four key domains – telecom networks, IT, smart devices, and cloud services – **we are committed to bringing digital to every person, home and organization for a fully connected, intelligent world.**

At Huawei, innovation focuses on customer needs. We invest heavily in basic research, concentrating on technological breakthroughs that drive the world forward. We have more than 208,000 employees, and we operate in more than 170 countries and regions.

Huawei's end-to-end portfolio of products, solutions and services are both competitive and secure. Through open collaboration with ecosystem partners, we create lasting value for our customers, working to empower people, enrich home life, and inspire innovation in organizations of all shapes and sizes.

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You can contact us by clicking [here](#) to get information about Huawei, contact Huawei's DPO, submit any requests regarding your personal data, exercise your privacy rights, or submit any questions, comments, or suggestions related to the Privacy Statement.

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