

**BOSCH**

Technologia bliżej nas

Welcome to a place where your ideas lead to something big.

www.bosch-career.pl

Let's be remarkable.

Start something big today. Apply now

Process Manager – Document & Controlling team

Location: Warsaw

Do you want beneficial technologies being shaped by your ideas? Whether in the areas of mobility solutions, consumer goods, industrial technology or energy and building technology– with us, you will have the chance to improve quality of life all across the globe. Welcome to Bosch.

Whether in areas of mobility, industrial technology, consumer goods, or energy and building technology, we constantly provide highly efficient solutions to markets worldwide. In doing so, we don't just measure our successes in terms of economic growth, but above all in terms of improving people's quality of life, because we feel committed to values that are based on responsibility. This is only possible with the help of a global network of more than 405,000 highly committed employees, with pioneers who break new strategic ground every day. So why not join us in starting something remarkable? Make it happen.

Your contribution to something big:

- Creating project reports and project cost analysis
- Monitoring & reporting project cost / schedule / resource status
- Support in project financial management and divisional reporting
- Managing Outlook Distribution lists, Sharepoint and Jira authorisations for projects
- Follow up project Change Request Management process
- Creating and Updating project documentation (Project Management Plan etc.)
- Creating/following project purchase orders

What distinguishes you:

- Analytical thinking and background in statistical analysis
- Good knowledge of MS Office Programs (Word, Excel, Powerpoint, Outlook)
- "Microsoft Sharepoint" knowledge & experience
- Knowledge & experience in "Microsoft Project" or other project scheduling software
- A good team player
- University degree in finance & accounting or IT
- Languages: very good English skills both written and spoken,
- Willing to travel

Benefits:

- Professional development (trainings, development plans, defined career paths, international assignments opportunities)
- Working in dynamic environment for innovative company with strong position on the worldwide market
- Benefit package (private medical care, sport pass, co-financing lunches, language and other trainings)

Please apply: <https://bit.ly/2GiyIXk>