

PROJECT ASSISTANT

ABOUT THE COMPANY....

MONO Ipolyfabric – GIVING LIFE TO CREATION

The story of MONO began in the 80's with Francois Bandura, cabinet maker. He has always been driven by his passion for technology and the automotive world. He dreamed big and established MONO in 1986. Starting alone, he has built a team of more than 1000 experts worldwide, counting 14 nationalities.

His dream became reality and since then MONO has designed and manufactured premium automotive interior decor elements.

Today, MONO is not considered as a supplier but rather recognised as an innovative and reliable partner by its customers.

ABOUT THE JOB.....

Tasks

- Follow-up of internal and external Engineering and Process related changes according to Company procedures
- Follow-up of part history with the related department
- Participation on daily, weekly project, technical, quality meetings related to Projects
- Actively taking part of the daily life of manufacturing and quality department.
- Continuously adhering to Company policy, 5S and Company management system
- Support the Project Manager in daily activities both in administrative and practical tasks
- Maintaining of Project Management system

Expectations

- min. BSC degree preferably in mechanical/quality engineering
- Highly skilled in Microsoft Office tools (excell, word, pptx....)
- Proficiency level in English, German is an advantage
- 3-5 years of experience in assistant role (development, engineering, quality)
- Flexibility in travelling
- High bearance of workload

What we can offer

- To be part of a team with a highly skilled experts
- To be part of an expanding Company
- Getting a strong automotive knowledge
- Competative salary