

Junior Assistant Construction Department (m/f/d)

The **Motherson Group** is one of the 15 largest and sustainable full system solutions providers to the global automotive industry, serving multiple further industries, such as rolling stock, aerospace, medical, IT, and logistics, with over 200,000 employees across 44 countries worldwide. The **Chairman's Office Europe and North Africa (COE)** is supporting and coordinating our operating units, R&D centers, and representative offices across Europe and North Africa with corporate functions and services. Given our fast growth, we are constantly looking for talented new colleagues to become part of our team.

Your tasks.

- Provide centralized technical and administrative support to the Construction Department as well as support with project documentation, reporting, and procedures.
- Standardize workflows and policies by developing templates, procedural guidelines, and organizing departmental information systems.
- Maintain and update the company's footprint database, reflecting all ongoing and upcoming projects.
- Identify and report new construction opportunities through the requisition approval system (RAS), ensuring proper follow-up.
- Contribute to digitalization and process optimization within the department, tracking initiatives and supporting execution.
- Assist in procurement processes by coordinating with suppliers and internal business units.
- Lead minor construction projects, including site visits, documentation management, scheduling, permits, and milestone tracking.
- Prepare progress summaries, risk highlights, and milestone dashboards for internal reporting.
- Support compliance with internal construction standards, including culturally significant

What we offer.

We provide a pleasant working atmosphere in a new and modern working environment with good career opportunities. You will get to know exciting and varied assignments working closely to Management levels of Motherson.

We show our commitment to our people via the following values:

- Interest for each other: We act with empathy and care about each other and about our counterparts.
- **Togetherness:** We work together collaboratively and selflessly.
- Trust: It is a given from Day 1, but if you mistreat someone, you can lose it. Therefore we say what we mean, keep our promises and treat others with respect.
- Respect: We respect and value people of all backgrounds. Respect is a common ground we work with each other.
- **Enthusiasm**: We are curious, ambitious, passionate, humble and life-long eagerly learners.

- considerations such as Vaastu integration.
- Collaborate on special projects such as onboarding and integration of new companies, facility management coordination, and commercial analysis.

Your profile.

- Bachelor's or Master's degree in Civil Engineering, Construction Management or similar.
- Minimum of 1 year of experience in project support, technical coordination, or administrative roles in infrastructure environments.
- Excellent English skills (spoken and written), additional languages are preferred.
- Advance in Microsoft Office tools, particularly Excel and familiarity with AutoCAD or MS Project is desirable.
- Proactive and solution-oriented mindset.
- Organizational and time management skills.
- Capacity to work under pressure and meet deadlines.
- Willing to travel (30%) occasionally for project related tasks.

How to apply.

Ready to bring order, structure, and innovation to construction coordination?

Then apply for the job with your complete application documents directly on this page and bring your expertise on board!

Should you have any further questions, please feel free to contact us by phone at the following number:

+49 (0) 6181 - 36972150.

We look forward to getting to know you soon!

Apply now