



## Junior Construction Project Coordinator (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 190,000 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 for CME 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.
- Contribute to digitalization and process optimization within the department, tracking initiatives and supporting execution.
- Lead minor construction project including site visits, documentation management, scheduling, permits, and milestone tracking.
- Coordinate procurement efforts by collaborating with suppliers and business units.
- Support internal compliance with construction policies—including culturally significant considerations such as Vaastu integration.

### Your profile.

- Bachelor or Masters degree in Civil Engineering,

### 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:** Hard to gain and easy to lose, 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.

### How to apply.

Ready to bring order, structure, and innovation to

Construction Management or similar.

- Several years of experience in project support, technical coordination or administrative roles in infrastructure environments.
- Excellent English skills (spoken and written), additional languages are preferred.
- Proficiency in Microsoft Office tools, particularly Excel and desirable Power BI.
- Proactive and solution-oriented mindset.
- Organizational and time management skills
- Capacity to work under pressure and meet deadlines.
- Willing to travel (30-50%) occasionally for project related tasks.

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](#)