



## Position:

Strategic Project

Coordinator

战略项目协调

**Department:** TRUMPF China Co.,Ltd.

**Location:** Shanghai, China

### **Responsibilities:**

■ Assist president of China operations in managing strategic projects in a wide range of topics including sales, marketing, production and R&D

■ Typical projects may include:

Managing a major capital investment project

Conducting an industry analysis or competitor evaluation

Leading a productivity improvement to improve production costs

Other related projects

■ Support and coordinate communication between functional departments in China and headquarters in Germany

■ Collect information and provide analysis for senior management to support strategic decisions for Company

■ Prepare reports and presentations for management meetings

### **Qualifications and Requirements:**

■ Engineering Master Degree of German university

■ Major in Engineering or Business/Engineering ("Maschinenbau" or "Wirtschaftsingenieur")

■ Relevant internships for 1-3 years working experience

■ Good excel and PowerPoint skills

■ Mandarin, fluent in German, English capability with CET-6

Strong communication skills, well structured working style, able to handle multiple projects simultaneously, detail oriented, able to work independently. High level of dedication, integrity and honesty.

**部门:** 通快中国

**工作地点:** 中国上海

### **工作职责:**

■ 支持中国总裁对战略性项目的管理包括销售、市场、生产及研发等项目

■ 典型的项目如下（包括但不限于以下项目）

负责主要资金投资项目

负责行业分析及竞争对手评估

领导生产力提升以改善生产成本

其他相关项目

■ 协助总裁与各个职能部门以及总部之间的沟通

■ 为公司高级领导层的重要战略决策进行信息收集并进行分析

■ 准备相关的报告及讲演以支持管理层会议

### **基本要求:**

■ 德国工科硕士

■ 机械，经济工程或其他相关专业

■ 具备相关实习经验或1-3年工作经验

■ 熟练的Excel 和 PowerPoint 技能

■ 德语流利，英语6级水平

■ 较强的沟通能力，有条不紊的工作作风，有能力同时管理多个项目，关注细节，独立的工作能力，工作努力，为人诚信

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