



### **About Huawei Technologies**

Huawei Technologies Co., Ltd. is one of the leading players in the global telecom market based in China. Our products and solutions have been deployed in over 140 countries, serving more than one third of the world's population. We have over 62,000 product and solution R&D employees, which comprise more than 44% of Huawei's total employees worldwide.

Together with customers and partners, we endeavor to bring better communication services to more people to help them live a better life.

For further information, please visit us now at <http://www.huawei.com>

**We are offering a challenging position, the opportunity to grow with us!**

### **Service Project Assistant**

#### **Responsibilities:**

- Supports the tracking and implementation of key actions of customer network maintenance projects.
- Assists in multiple project activities based on project plans and requirements in order to achieve the overall project goals.
- Monitors project tasks progress and ensures that the responsible individuals meet the deadlines according to the project plan.
- Monitors and reports the status of project plan tasks based on research and other information developed individually or gathered from others.
- Monitors and reports the project KPI's and identify pain points and risks in time.
- Analyzes project data and provides statistical reports on key business indicators.
- Prepares documents, reports, meeting notes, written deliverables according to project needs.
- Communicates with customers for daily work issues.

## Candidate Profile:

- University degree in Telecommunication Engineering, Computer Science, or equivalent degree
- Fluent in English
- Proficient with Microsoft Office suite including Outlook, Word, Excel, PowerPoint.
- Ability to manage, combine and work with data in multiple excel spreadsheets and pivot tables.
- Flexible, process-oriented, well organized, able to perform well in multi-tasking activities.
- Exceptional written and oral communication skills, strong writing and editing skills, strong report development skills.
- Problem resolver, with strong analytical skills.
- Self-motivated to perform under pressure in a fast-paced environment.
- Ability to work within a team environment and build relationships.
- Driving License owner.

## The Company offers:

- Competitive remuneration package
- Further professional development in a multinational company

You can email your updated CV in **English** referring **the job title** of the position to **christina.dorva@huawei.com**

Please be assured your CV containing personal information will be kept confidential and be used only for job match in Huawei.

**[www.huawei.com](http://www.huawei.com)**

