

### About Hughes Europe

Hughes Europe is an operating, sales, and marketing organization for Hughes Network Systems, LLC (HUGHES), an innovator in satellite and multi-transport technologies and networks for more than 50 years, provides broadband equipment and services; managed services featuring smart, software-defined networking; and end-to-end network operation for millions of consumers, businesses, governments, and communities worldwide.

<https://europe.hughes.com>

We are expanding our business activities and looking for a

## Project Co-ordinator (m/f/d)

Location: 64347 Griesheim, Germany

Temporary for 18 months (parental leave representation)

### General Description of the Position:

The Project Co-ordinator needs to perform several key tasks in support of the Project Management team and to actively participate in the management of selected Satellite and/or other communications projects.

### Specific Duties and Responsibilities:

- Project-related:
  - Progress delivery of services via Order Management Processes for business as usual and project implementation.
  - Maintain Systems with accurate and up to date data
  - Assist Project and Programme Managers with remote site implementation.
  - Preparation of Invoice details as per customer billing schedule
- General:
  - Assist in the monitoring and preparation of non-standard quotations (NSQs).
  - Monitor and control moves and changes of installed remote sites
  - Assist in the review of actual costs and expenditure against project budget.
  - Liaise with internal and external service providers as required to ensure successful project delivery.
  - Provide status of work in progress for the Project Manager's reports.
  - Progress additional contract requirements e.g. additional sites.
  - Adhere to the requirements of ISO9001 procedures and customer quality standards.
  - Adherence to the company project management processes and methodology
  - Undertake ad-hoc activities within the scope of these responsibilities which are requested by management.
  - Assist with Project Resource / Materials management
  - Raise purchase requisitions for standard services
- Other duties
  - Besides the above-mentioned duties the employee is also obliged to carry out reasonable isolated duties on the instructions of his/her superior or the management which are necessary in the line of duty and are commensurate with the knowledge and experience of the employee.

**Required Skills and Education:**

- Training and Education
  - completed commercial or technical vocational training
  - 1 to 3 years of experience in the operational project sector for IT projects
  - commercial and technical understanding
  - experience in project development, sales order processing, business logistics
  - good communication skills
  - able to cope with high workload, friendly towards customers
  - EDP: MS Office, MS Project, SAP
  - Very good knowledge of German and English
  - Other foreign languages an advantage
- Personality
  - team player
  - flexible and able to cope under stress
  - organized mind
  - cost conscious
  - punctual, reliable
  - calm and collected in stressful situations

**Hughes Network Systems Europe** is a dynamic company that offers excellent benefits and the opportunity to make a real difference. In return for your commitment and skills, you will be given the opportunity to shape and develop one of the most exciting growth markets today.

**Contact Information:**

Please send your application in English to:

[HRGermany-Jobs@hugheseurope.com](mailto:HRGermany-Jobs@hugheseurope.com)

**Hughes Network Systems GmbH**

**Human Resources**

Frauke Roth

Phone: +49(0)6155-844-192

Ottostrasse 9

64347 Griesheim

Germany

[www.europe.hughes.com](http://www.europe.hughes.com)