



Since 1976, the group Cebi has been manufacturing electromechanical products for the automotive and household appliance industries. Our product range covers components for temperature control and micromotors such as temperature sensors, fan motors, actuators for various applications or DC and gear motors. Cebi is the worldwide leader in automotive washer systems including pumps and various components. We are the European leader in the temperature sensor and closing mechanism markets.

In the context of the corporate strategy to digitalize different fields of activities, Cebi International S.A. is recruiting for its Project Management Office a Project Manager Trainee. The candidate will work closely with the Project Team and report to the Project Manager. By assisting the Project Team on daily duties, the candidate will be a valuable support and gain project management experience.

Project Manager Trainee (m/f)

Your Mission:

- Support the Project Manager in planning the different stages of the project
- Support the Project Manager in reporting to the steering committee
- Updates and follow up of project activities while liaising with all appropriate stakeholders and escalating issues when necessary
- Create project documentation including status reports, problem reporting, meeting minutes, best practices and lessons learned
- Participate actively in the project risk committee
- Elaborate with the communication team the monthly newsletter
- Support the change ambassador network to improve user adoption

Your Profile:

- Bachelor or Master degree in Engineering or similar
- Knowledge / Experience in Project Management
- Knowledge of Prince2® methodology is an additional asset
- Pragmatic and solutions oriented
- Excellent human relation skills and the ability to work with the team
- Excellent organization and accountability
- Good structured written and verbal communication
- Available to travel to the different entities in Spain, Italy, Switzerland and Poland
- Very good business English is mandatory. The knowledge of German, French, Italian, Spanish, Polish, Portuguese or Mandarin would be an additional asset.

If you are interested, do not hesitate to apply on www.cebi.com or at hr@cebi.com