



MARITIME

STUDENT ASSISTANT

in Project Support and Document Management

We are looking for a Student Assistant for our Hull, Machinery and TOCA team. You will be included in the process of vessels' transfer between classes.

Position Qualifications:

- Enrolled student in the field of naval architect or comparable engineering,
- At least 12 months remaining in student status
- Familiar with the current MS office package
- Good written and spoken English language skills
- Fluent German language skills
- Availability for 10-20 working hours per week
- Willingness to travel
- Driving license
- Good communication skills
- High energy level to move things forward

Your main tasks will include:

- Support of the document control team and project managers in the area of document handling
- Receiving of customer documents (electronically, by email or download of customer systems)
- Checking for completeness
- Input in DMS (Document Management System)
- Support of the internal process of document distribution
- Document check and feedback of the results to the customer
- Check for missing documents based on transmittals
- Other support in the area of Project Management