

Project Management

Entry level

Junior Project Coordinator (m/f/d)

Barcelona, Spain

The **Motherson Group** is one of the 15 largest and sustainable full system solutions providers to the global automotive industry, serving multiple further industries, such as rolling stock, aerospace, medical, IT, and logistics, with over 190,000 employees across 44 countries worldwide. The **Chairman's Office Europe and North Africa (COE)** is supporting and coordinating our operating units, R&D centres, and representative offices across Europe and North Africa with corporate functions and services. Given our fast growth, we are constantly looking for talented new colleagues to become part of our team.

Su tarea

Your tasks.

- Maintain and monitor project plan, project schedules, budgets, quality, scope and timelines; reporting progress, risk, changes, etc.
- Visit construction sites regularly and perform inspections to ensure the appropriate level of quality control in all project phases.
- Supervise and facilitate equipment and component installations to ensure that processes are running according to standards
- Prepare construction progress reports from the construction site.
- Complete administrative tasks, contractual reviews, documentation processes and records for each project, as well as the follow up on legal and administrative frameworks.

Perfil deseado

Your profile.

- Bachelor's degree in Architecture or Engineering.
- First professional experience in similar role.
- Competency in Microsoft office, Project, AutoCAD and SketchUp.
- Willingness to travel 70% of the work time.
- English - Professional skills (Advanced).
- Driving license.

Qué ofrecemos

What we offer.

We provide a pleasant working atmosphere in a new and modern working environment with good career opportunities.

You will get to know exciting and varied assignments working closely to management levels of Motherson.

We show our commitment to our people via the following values:

- **Interest for each other:** We act with empathy and care about each other and about our counterparts.
- **Togetherness:** We work together collaboratively and selflessly.
- **Trust:** Hard to gain and easy to lose, therefore we say what we mean, keep our promises and treat others with respect.
- **Respect:** We respect and value people of all backgrounds. Respect is a common ground we work with each other.