

Romania Jobs Expertini®

Business Support Administrator

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Company: Vestas

Location: Bucharest

Category: business-and-financial-operations

Are you interested in a role where you can plan and coordinate various tasks and projects?

We are looking for a Business Support Professional to be based in Romania or Bulgaria.

At Vestas, you will have the opportunity to be part of a company at the forefront of innovating renewable energy technologies.

Region NCE > SBU NCE Service >EEA

Vestas Northern and Central Europe is a sales business unit covering OFFSHORE, NORTH-WEST (Scandinavia, UK, Ireland) CENTRAL (Germany and Benelux), and EAST (Poland and Baltics countries, Austria, Switzerland, Czech Republic, Croatia, Hungary, Romania, Bulgaria, Serbia, Ukraine, Georgia and Kazakhstan). Our responsibilities include Sales, Project, Installation, and Service of wind farms in these regions.

Service Onshore EEA is responsible for the service operation in countries in Central/Eastern Europe and Central Asia.

Responsibilities

Facilitate scoping and work breakdown of projects; develop and establish project timelines and action plans to ensure internal targets are met

Supervise execution according to the project plan in close collaboration with the Service Areas; organize and control project stages

Report on project progress, project control plan milestones, project metrics, challenges, and risks

through monthly project reports

Actively supervise project stakeholders inside and outside the Service organization

Supporting the Operations Development Team during strategy/process implementation, e.g. with data analysis, developing reports, project assistance, etc.

Qualifications

Bachelor's or Master's degree with an economic or technical background

Enthusiastic about data analysis incl. usage of statistical tools

Hands-on experience in statistical analysis and leading projects

Project Management certification is an asset

Several years of working experience within similar areas of expertise

Competencies

Excitement about renewable energy

Positive and innovative approach with the ability to work with no supervision

Structured working method, high organizational capabilities, and a willingness to learn

A communicative person with good verbal and written communication skills in English, German or any Eastern European language is seen as a benefit

Good time management, analytical skills, and understanding of numbers with attention to detail

What we offer

We offer an exciting job with great opportunities for professional and personal development in an inspiring project-oriented environment. We value initiative, responsibility, and the right balance between creativity and quality in all solutions. You will become part of a highly professional environment with efficient technical commitment and the will to carry out. You will use your skills to enable Vestas to solve one of the most important global tasks of our time - ensuring a more sustainable future.

Additional information

Locations: Romania (Bucharest, Constanta) or Bulgaria (Varna).

Please note: We do amend or withdraw our jobs and reserve the right to do so at any time, including prior to the advertised closing date. Please be advised to apply on or before ..4.

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