

Combine your passion for finance with project coordination on an international scale! ????

Together with our Client – a global engineering and technology company from the automotive sector - we are looking for an ambitious candidate for the position of Project Management Coordinator.

If you easily combine the world of numbers with excellent organization, and you are fluent in English and German - you've come to the right place! In this role, you will be a key partner for project managers, managing the commercial side, budgets, and ensuring a smooth flow of information.

Join the team, work with modern technologies, and make a real impact on the success of large-scale international projects!

Project Management Coordinator

Nr ref.: 272/7/2026/AK/269607/jobs.pl Opole (opolskie)

What you can expect from us?

- Hybrid work model – office presence once a week in Opole or Wrocław (with greater flexibility for those living over 100 km from the office).
- Employment based on an employment contract.
- Access to a language learning platform.
- Workation – the opportunity to work from anywhere in the European Union for up to 21 days a year, with minor exceptions.
- MyBenefit cafeteria and sports card – choose from a wide range of benefits that best suit your needs. Physical activity and relaxation are within your reach!
- Medical care.
- Pethelp – medical care for pets.
- Group life insurance.
- Social Benefits Fund (ZFŚS) benefits – holiday subsidy, co-financing for childcare/children's recreation, cultural and educational activities, and a Christmas bonus.

Employment agency entry number 47

this job offer is intended for people over 18 years of age

What will your tasks involve?

- **Cost management and control:** administering financial commitments (obligo) – especially in large-scale projects – as well as preparing, tracking, and settling budget requests.
- **Budgeting and forecasting:** ongoing rolling financial project planning (rolling forecast), continuous budget monitoring, KPI analysis, and cost reporting.
- **Financial and operational tasks in SAP:** entering and maintaining orders, supporting year-end project closing, and handling procurement processes (creating and tracking purchase orders).
- **Invoicing and milestone billing:** issuing invoices according to the project schedule, preparing acceptance protocols, and proof of service documentation.
- **Project Manager (PM) support:** assisting in the preparation of commercial offers, presentations, project status reports (cockpit charts), and organizing/documenting project meetings and agreements.

- **Documentation management:** ensuring complete, accurate, and audit-proof project documentation, and organizing its structured archiving (Confluence, MS Teams).

What we expect from you?

- Completed commercial vocational training, a degree in Business Administration, Project Management, or a comparable qualification.
- Minimum **2-3 years** of experience in project environments, and proficiency in both **English and German at a C1 level**.
- Experience in project controlling, cost management, or project management support (PM support) is a plus.
- Proficiency in Microsoft Excel (experience with tools such as SAP, Confluence, Microsoft Teams, and Outlook is welcome).
- A structured, detail-oriented, and numbers-driven working style.
- Strong organizational skills and a good understanding of cross-project interdependencies.
- Strong communication skills and a focus on collaboration and teamwork.
- A high level of initiative and personal responsibility.
- Excellent teamwork skills and intercultural competence.