

**FESTO** appreciates, that you are one of 280 professionals in Festo

Lithuania and suggests you a new challenge – open position of

## BUSINESS/PROJECT ASSISTANT



**18+**  
thousand

people in our ambitious  
team

**176**  
countries

where our international  
engineering solutions  
company operates in

### WE GUARANTEE

- Socially responsible international working environment
- Initial trainings in Germany
- Introduction to Festo culture and professional *SharePoint* and Festo Corporate design trainings
- Remuneration package dependent on your professional achievements
- A valuable step forward in your career
- Real further career opportunities within the company

### RESPONSIBILITIES

- Organisation of international workshops and events
- Business travel management for Festo colleagues
- Project related administrative and organisational tasks
- Other duties: WeNet content administration, development and maintenance of SharePoint sites

### SKILLS REQUIRED

- University degree
- German – fluent, English - good
- Advanced computer literacy (Word, Excel, Power Point)
- Effective planning and organisation skills
- Attention to detail and quality
- Great communication skills and professional self-representation
- Desire to assist people
- Ability to work in a team environment

Send us your CV „Business/project assistant“ to [dovile.bezubec@festo.com](mailto:dovile.bezubec@festo.com) till 8<sup>th</sup> June