



Project Manager (f/m/d)

in the field of Packaging and Communication Materials (Full-time, Cologne)

With our head office in **Cologne** and offices in **Milan, Paris** and **New York**, subsidiaries in **Hong Kong** and **Shenzen** and our own production in **Saigon**, Vietnam, our cross-industry business covers small businesses and large corporations likewise. Our portfolio comprises all means of communication such as carrying bags, large picture prints, interior store decorations and marketing materials.

As an owner-managed company, coepto attaches great importance to teamwork and quick ownership of responsibility. Mutual trust and a spirit of partnership are principles by which we express our appreciation, and which are the basis for development perspectives.

We are looking for qualified colleagues with a hands-on mentality who are willing to assume responsibility and who like to be part of a young, open-minded team.

Tasks:

- Project related client and supplier communication
- Cost calculation, quoting and invoicing
- Project related analysis & research of supplier markets
- Worldwide acquisition of marketing products in the fields of packaging, print articles, visual merchandising and marketing products
- Comprehensive controlling of production and logistics
- Creation of project timelines, project planning &-controlling
- Detailed project documentation

Benefits:

- Appealing salary, employer-funded pension
- Flexible working hours, Homeoffice
- Regular employee events, pleasant working atmosphere, appreciative coworking, team spirit, open feedback culture
- Flat hierarchies
- Employee discounts

Profile:

- Hold a Bachelor of Arts degree in economics or communication science
- Have a strong sense of responsibility, reliability & numeric skills
- Possess quick understanding and good communication skills
- Are able to work under pressure, independently and are open for new challenges
- Have already gained initial experience in the handling of projects in at least one of the above-mentioned areas
- You possess fundamental MS Office skills
- You have negotiating abilities in English, another foreign language is a plus
- Bright and modern work spaces
- Wide range of drinks
- Free parking, Free Jobticket (KVB) & good transport connection (public transport)
- Possibility of work bikes

Please send your application in English or German, including all relevant credentials, your earliest starting date and your expected salary by email.



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