



## 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:

- Comprehensive Account and Supplier Management, as well as close communication with our production in Vietnam
- Cost calculation, quoting and invoicing
- Project related analysis & research of supplier markets, product sourcing and price negotiation
- Worldwide acquisition of marketing products in the fields of packaging, print articles, visual merchandising and marketing products
- Ensuring that our quality standards are met during sampling, mass production and shipment
- Creation of project timelines, project planning & review
- Product development and advancement


### 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.



coepto GmbH | Franziska Kunze  
Oskar-Jäger-Str. 173, Kontrastwerk  
50825 Köln | tel. +49 (0) 221 291 996 - 0  
recruitment@coepto.com | [www.coepto.com](http://www.coepto.com)