



About Huawei

Huawei's vision is to enrich life through communication. We are a fast growing and leading global information and communications technology solutions provider. With our three business units Carrier, Enterprise and Consumer, we offer network infrastructure, cloud computing solution and devices such as smart phones and tablet PCs.

Among our customers are 45 of the world's top 50 telecom operators and one third of the world's population uses Huawei technologies. Huawei is active in more than 170 countries and has over 150,000 employees of which more than 70,000 are engaged in research and development (R&D). More than one third of the world population and more than half of the German population use, directly or indirectly, Huawei technology. We are diverse, and we embrace it. With us you have the opportunity to work in a dynamic, multinational environment with more than 150 nationalities worldwide. We seek and reward talent. At Huawei, if you are driven and show results, your efforts will be rewarded.

Anywhere you are Huawei is there. Join us for a Building a Better Connected World.

Title: Smart devices Technical Review Project Assistant (Technical Review Project Management)

Job location: Dusseldorf



We are looking for a qualified smart devices technical review project assistant to join our team. You will be responsible for the day-to-day management and smooth operation of various smart devices projects, including Smartphone, PC, Earphones/Earbuds, Wearable and relevant software feature project.

For this position, we expect you to be a tech-savvy professional with an in-depth understanding of how technology can help us achieve our business goals. You should be methodical and have excellent time management skills. As a project assistant, you should also use your communication skills to collaborate effectively with various teams.

Ultimately, you should be able to manage and deliver our projects' lifecycle within quality, time requirements.

Responsibilities

- Provide end-to-end project management.
- Develop a detailed project plan and monitor progress
- Deliver projects on time ensuring quality standards are met
- Develop support documentation including risk logs and requirement specifications
- Communicate with the team and ensure all members are on board with delegated tasks
- Liaising with Europe local team members and HQ;
- Organizing and storing paperwork, documents and computer-based information;

Requirements:

- Leadership and organizational skills.
- Ability to manage multiple projects.
- Strong communication skills, you have a natural talent to work with people from different cultures and backgrounds.
- Highly organized and target orientated
- Able and eager to learn new skills
- Verbal and written in English & Chinese

What we offer:

We provide an international, multicultural working environment with new challenges coming up every day. At Huawei we work at a fast pace and we embrace the positive and endless energy received from other colleagues.

You will learn company policies, IT tools, and overall a professional mentality and good working habits. You will be given the opportunity to participate in major talent acquisition projects and interact with senior colleagues.

If you are Interested in this position, please do not hesitate to send me your resume in English with your earliest possible starting date to wu.ding@huawei.com