

Dynamic and professional consulting company SCHNEIDER GROUP is looking for a Project Assistant for its Saint-Petersburg office.

Requirements:

- Higher education (preferably – translation/interpretation, English language teaching) / Graduates
- Written and spoken English (upper-intermediate or advanced) / German will be a plus
- Good communication skills In Russian both written and oral
- High responsibility
- Ability to cope with pressure
- Strong attention to details, high level of accuracy
- „Can-do” attitude, ability to learn fast and willingness to grow in line with given tasks
- Good computer skills, including Microsoft Office (text organization, formatting etc)

Responsibilities:

- Issuing invoices / statements in 1C
- Payment control / workflow
- Business correspondence, phone conversation in Russian and English (German if possible)
- Translations / Proofread
- Information and data structuring
- Preparation of contracts based on templates
- Preparation of Power Point Presentations

Conditions:

- Challenging tasks in an international consulting environment
- Professional and personal growth
- Employment according to the Labour Law
- Flexible working hours
- Voluntary medical insurance
- Office on Ploshad' Lenina station

Contact Details:

Irina Timofeeva

Tel. +7/ 812/ 458 58 00

Email: TimofeevaI@schneider-group.com