



PROJECT MANAGEMENT ASSISTANT

BASED AT PETALING JAYA, MALAYSIA

YOUR FUNCTION

Administrative project management support

- Give admin support during the project realization
- Assist for the larger shipments and transports
- Take care of the organization, registration, picking and transport of urgent deliveries on site
- Collect monthly progress reports from suppliers
- Take over some technical tasks of the PE/PM

Communication

- Active communication with the internal VYNCKE warehouse
- Contact suppliers for information, follow-up of PO, non-conformities etc
- Keep the PTM and PM informed about the progress of the orders

Documentation

- Gather all the information about the project by the different team members
- Keep the manuals, compiled by the PE, up to date
- Assist in keeping the ERP-system up to date and upload all the gathered information
- Inform the PM if certain information is missing

Health & Safety

- Respect of H&S legal requirements and H&S VYNCKE requirements
- Responsible for own safety and safety of colleagues

YOUR PROFILE

- Bachelor degree and above in technical sciences engineering or equivalent.
- No experience is required. A first relevant project experience is a strong asset.
- A strong technical / technology interest
- Fluently spoken and written in English
- Speaking and writing of the local language and other foreign languages is a strong asset.

VYNCKE is a dynamic, family owned company that, since the start in 1912, has grown to a global player in the sector of clean energy technology : more precisely the development and construction of customized waste to energy installations.

Worldwide more than 350 Vynckeneers are stationed in our settlements in Brazil, Belgium, Germany, Czech Republic, India, China, Thailand, Spain and Malaysia.

Thanks to more than 4.000 satisfied customers all over the world, a well-lined order book and the loyal commitment of the enthusiastic Vynckeneers we maintain a stable position in the market. This allows us to offer excellent job security.

Are you a real team player, do you enjoy own responsibility and taking initiative, do you have an open international mentality and are you willing to travel? Then probably you could be one of the new Vynckeneers!

**JOIN OUR FAMILY
IN MALAYSIA !**

Share your interest with :
ach@vyncke.com