

Digital Planning Coordinator (m/f/d)

Düsseldorf

Our client is a renowned Japanese manufacturer and global market leader in the industry. With the goal of further expanding its global market presence, they are now looking for a Business Planning Coordinator to support their DX project at their branch in Düsseldorf.

Your tasks

As the coordinator for a digital transformation project, you will be responsible for the introduction, development and operation promotion of digital tools. This includes:

- CRM, BI and OCR/RPA systems
- E commerce systems
- Supporting the headquarter in their business operations
- Gathering and analyzing business plan figures and results
- Ensuring a smooth operation of cross-departmental and cross-site cooperation
- Other administrative task in the Business Planning Department like arranging meetings

Your profile

"Must have"-Skills:

- Successfully completed university degree or vocational training
- Good practical knowledge of MS Office, experience in using DX softwares is particularly advantageous
- Communicative personality with the ability to work independently as well as in an international team
- Good organizational skills, accuracy, and an eye for details
- Language skills: Japanese: native or business fluent, English: business fluent

"Nice to have"-Skills:

- Experience using DX softwares
- Experience in working in a Japanese company
- German language skills

Benefits

Permanent Position

Contact

If you have any questions regarding this position, please contact Miho Ouchi under 0211 749686-38.
We look forward to receiving your application!

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