

Personal Assistant to the Vice President – China Projects (m/f/d)

Intamin Amusement Rides Int. Corp. Est. is a world's leading manufacturer of amusement and theme park equipment.

The comprehensive product range includes roller coasters, water rides, giant wheels and drop towers. These rides are designed and developed in our offices in Schaan, meeting the needs of our customers worldwide.

RESPONSIBILITIES

- Project status monitoring
- QA document checks
- Administrative tasks (such as visa applications, meeting arrangements)
- Internal communication
- Other ad-hoc work as required

REQUIREMENTS

- Ideally quality control experience and engineering/machinery/mechanics background
- Ability to work on multiple tasks and set priorities
- Work well under pressure, happy to meet tight deadlines
- Good interpersonal/communication ability
- Pragmatic and clear minded "can do" attitude
- Fluency in English, German knowledge
- CH/EEA/EU citizenship or residence in CH

We are looking forward to receiving your CV joined by the corresponding letters of reference and the documentation on your professional qualifications together with your letter of motivation until February 29, 2020 at HR@intamin.com.