

## PERSONAL ASSISTANT TO THE VICE PRESIDENT – CHINA PROJECTS

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.

### TASKS AND SKILLS

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

### QUALIFICATIONS AND REQUIREMENTS

- Bachelor's Degree in Applied Sciences (FH or Univ.)
- Advanced Windows user skills
- Native German speaker, fluent in English
- Ability to work on multiple tasks and set priorities
- Ability to meet deadlines and work under time pressure
- Good interpersonal / communication ability
- EEA/EU citizenship or residence in CH

### IDEALLY ALSO

- Engineering/machinery/mechanics background
- Quality control experience
- Cross-culture experience with Asia (preferable China)
- Project management skills
- Commercial experience

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 July 31, 2019 at [HR@intamin.com](mailto:HR@intamin.com).