



CREATE THE INCOMPARABLE

JOIN BUGATTI AS AFTERSALES PROJECT MANAGEMENT SUPPORT ASSISTANT
(M/F/D) — BG-VK/P - FIXED-TERM CONTRACT, DURATION: 6 MONTHS FROM OCTOBER
2024

APPLY WITH YOUR CV AND YOUR COVER LETTER STATING THE ABOVE POSITION TO RECRUITING@BUGATTI.COM

REQUIREMENTS

- Licence degree minimum, specialized in project management, supply chain or engineering
- Minimum experience of 2 years in project management support

SKILLS

- Ability to organize work for preparation of project meetings
- Ability to summarize and present information in a rigorous manner
- Involvement and motivation
- Very good command of French and English (C1) required
- Good knowledge of MS Office

TASKS

- Work in collaboration with the After Sales team to support them in project management and in optimizing their activities efficiently
- Support the After Sales department by ensuring the monitoring of ongoing projects, mostly regarding parts redevelopment, as well as in the communication with the associated suppliers
- Follow-up with the suppliers and make sure they are answering properly and within the defined time frames
- Draft project follow-up documents , harmonize the analysis and organize the folder structure in order to have common templates
- Assure project follow-up by preparing and sending out minutes and tracking the completion of tasks decided the project meetings

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