



WTG Consulting is a business and educational consulting and service company, which is registered in Lebanon since 2014 under the name WTG Company S.A.R.L and in Russelsheim- Germany as WTG Consulting.

The main pillars of our services are training and business consulting between Germany and the Arab world.

Our vision is: " Support our customers in every step of the way to Germany. "

WTG Consulting is looking for:

An assistant in Project Management for our office in Choueifat Lebanon.

Tasks:

- Working as a Back office of the company.
- Market research in Arab- and German market
- Planning, implementation, and tracking of specific projects
- Staffing the project
- Controlling and evaluating the project
- Preparing financial reports and supporting documentation
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities

Requirements:

- Fluent in German language
- Time management
- Experience with German business life and mentality



- Strong internet affinity
- Bachelor or master student in Business
- Knowledge of project management
- Proficiency in the use of computers for: Word processing, Simple accounting, Data base management, Spreadsheets, E-mail, Internet, PowerPoint, and Excel
- Very good knowledge of English and Arabic
- Experience in communication, planning, market research
- Experience with German business life and mentality
- Professional experience in business management, communications and analysis.

Conditions:

- Beginning: Starting now
- Working hours: full-time

If the above list suits your experience apply under this link <https://wtg-consulting.com/home/career/job's-online-application> or contact us on 009613085710!

Initially we will contact you over the phone if you are selected for a meeting with our Managers. Please check your inbox, spam, voicemail and messages as if we're not able to reach you, we might need to move on with another applicant.

- Contact person: B. Abou Zaky