



### About Huawei

Huawei is dedicated to innovating around the needs of our customers and continuously pushing the boundaries of ICT. We develop networks, solutions, and devices, serving one third of the world's population in over 170 countries and regions. We are connecting systems, businesses, cities, societies and people around the globe; improving efficiencies, transforming industries and ultimately creating better experiences for everyone.

At Huawei, we define human progress by innovations that enrich all humanity. We do not view connectivity as a privilege, but as a necessity. We believe that the impact of information and communications technology should be measured by how many people can benefit from it. We strive to engineer broadband technology to the highest standard, faster than ever, for everyone, everywhere.

**Join us and together, we are building a Better Connected World.**

### Job Title: DOC Assistant

**Job location:** Katowice, Poland // **Start date:** 2019-03-01

#### Responsibilities:

Centralized operation management/support of project service delivery. Responsible for daily plan-maintenance of project rollout and business/operation KPIs of site delivery. Monitor different kind of business data in project management, ERP management and financial audit fields to support a successful site delivery.

Responsible of business process optimization in own area

- Maintain project rollout plan regarding site delivery status, customer or subcontractor alignment
- Monitor accuracy and timeliness of rollout plan, alarm abnormal delivery plan
- Digitalized preparation of new project and documentation
- Check and trigger correct delivery requirement to related operation groups (customer Order, Equipment Shipment, Service Procurement, Acceptance, Billing and Payment, etc.)
- Realize operation automation (technical & process)
- Subcontractor support for onsite operation (equipment installation & integration)
- Centralized fulfilment monitoring
- Tracking and insure financial result follow IFRS 15 regulation

#### Requirements:

- Bachelor degree or higher in Business Administration, Marketing, Finance, Engineering, Architecture, IT development or relevant experience
- 1 -3 years working experience in the area of contract, quality and process management in an advantage
- Graduates are also encouraged to apply
- Excellent written and communication skills in German and English. Chinese language skills are an advantage
- Self-motivated, cooperative and flexible personality

#### Contact info:

Please send your detailed resume/CV in English via E-Mail to [dsrecruitment1@huawei.com](mailto:dsrecruitment1@huawei.com) indicating the position you apply for.

