



For the reinforcement of our Business Development Unit in Frankfurt am Main we are currently looking to employ a:

Procurement Assistant (f/m)

Your profile

You are interested in development co-operation, for example financial sector development. You are able to identify with our company's approach and vision and have the following qualifications:

- relevant professional training and/or academic qualification
- at least 3 years' work experience in the area of administration, organisation, project procurement or similar
- very good command of Microsoft Office 2016 programmes Excel, Word and PowerPoint, including proficiency in Access
- fluency (written and spoken) in English; other language skills (e.g. French or Spanish) are a plus
- excellent organisational skills and attention to detail
- excellent interpersonal and organisational skills coupled with the ability to communicate in a sincere and open manner and to work as part of a small team

Your tasks

As a member of the Business Development Unit you will be responsible for providing administrative support in the bidding for new projects. Tasks include:




- preparing and compiling administrative documents for tenders
- formatting, editing and verifying the correctness of CVs
- editing, formatting and proofreading documents in English and, if applicable French or Spanish
- communicating with international experts, partners and clients in English and, if applicable, French or Spanish
- supporting document management and updating of the project management system

Interested? Then we look forward to receiving your application (CV, motivation letter and employer references) by e-mail no later than 15 May 2018.



IPC, founded in 1980, is an international consultancy firm located in Frankfurt am Main. For almost 40 years we have been developing new concepts and solutions to address key issues in development co-operation.

Our activities are concentrated on the provision of advisory services to financial institutions in transition economies and developing countries. In addition to financial institutions IPC also advises education providers, in particular with regard to vocational education and training. Our business areas include:

-  Development finance
-  Environment and energy
-  Training and skill development

IPC has 75 employees, all with many years of international project experience. Around 50 experts live and work in the countries where we implement our projects. Our head office in Frankfurt am Main is the home base for our management and administration staff, who provide back office support for all our projects.

IPC - Internationale Projekt Consult GmbH

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