

CSP Services is an innovative service and technology company in the solar industry, which was founded in 2007 as a spin-off from the German Aerospace Center (DLR). We offer technology-oriented and knowledge-intensive services to developers, operators and owners of solar power plants, starting with solar resource assessments, through quality control during construction and operation, to long-term optimization of yields and reduction of risks. With our specialized optical measurement systems, we are the world market leader in quality assurance of concentrating solar fields. As a link between academic research and large industrial ventures, we strive to make an impact on a sustainable future. For further information please visit our website: [www.cspservices.de](http://www.cspservices.de)

In CSP Services GmbH we work very closely with our subsidiary CSP Services España, S.L., based in Almería at the Mediterranean coast in the south of Spain. Many projects are implemented in a division of labor between the local teams in order to make optimum use of the know-how of the entire group.

To strengthen our team in Köln-Porz, we are looking for:

## Project Administration Officer (m/f/d)

Covering a broad spectrum of commercial and administrative tasks by a part-time role with flexible working hours (20 hrs./week) and the possibility to work partly home-based.

### Your tasks:

- Handling of projects and business cases from a commercial point of view (review of contracts with clients and suppliers, invoicing)
- Export processing, packing and shipping of technical equipment
- Assessment of tax issues in international project business (VAT, withholding tax)
- Supporting management and project teams in financial and business management issues
- Negotiation of purchase contracts for goods and services
- Goods receipt and -inspection, packing and unpacking of deliveries
- Support accounting (monthly financial statements, quarterly reports and annual financial statements)
- General support (scanning and filing of documents, office organization)

### Required profile:

- A degree in business administration and ideally several years of professional experience in export control and project administration within an international environment.
- Very good oral and written communication skills in English, German and ideally other languages
- Team player with talent to work independently and a pronounced hands-on mentality
- Proficiency in working with MS Office applications Outlook, Word and Excel
- Motivation to support the global energy transition by assisting sustainable energy projects

### Our offer:

- Varied and expandable field of activity
- A motivated team in which everyone supports each other and lends a helping hand
- Modern office equipment
- Flexible working hours on a flex-time basis
- International working environment within the renewable energy industry

Your profile fits our requirements and you are enthusiastic about this role? Then please send your complete application documents, including a CV and a letter of motivation stating your salary expectations, as a single PDF to Julia Rehling ([personal@cspservices.de](mailto:personal@cspservices.de)). We are looking forward to receive your application.