



## Assistant Project Coordinator (f/m/d)



Fulltime



Düsseldorf, Germany



Entry level

astragon Entertainment GmbH is a wholly-owned subsidiary of Team17 Group PLC, and a leading German games developer, publisher and distributor of sophisticated 'working' simulation games, focusing on non-violent cooperative gameplay with very detailed, technical, and realistic environments. astragon's internationally well-known IPs include Construction Simulator, Bus Simulator, Police Simulator: Patrol Officers and Firefighting Simulator. The distribution of high-quality licensed and distribution products such as Farming Simulator and SnowRunner complete its attractive product range. astragon games are available world - wide on many different platforms such as consoles, smartphones, tablets, and PC.

To support our team in Düsseldorf, we are looking for an **Assistant Project Coordinator (f/m/d)** with immediate effect.

### Key Responsibilities:

- Assist Project Managers with timeline, communication, and stakeholder coordination
- Organize, facilitate and follow-up on regular project team meetings as well as meetings on specific project-related topics
- Offer support for the maintenance and monitoring of project schedules within Jira
- Promote collaboration with astragon's departments (Producing, Marketing, PR, Sales) for timely deliveries
- Report back on the progress of internal process, manage risks and issues
- Identify opportunities for process improvement and implement changes

### Core Competencies:

- Bachelor's degree in a related field or equivalent qualification
- First professional experience in the field of video game production / project management
- Detail-oriented with strong communication, organizational and time management skills
- Experience with Atlassian tools like Jira and Confluence, Microsoft Teams, and Office Suite
- Strong written and verbal communication skills in English & German
- Preferably project management certificates as PRINCE, PMP, Scrum Master, Product Owner or something similar

### What we can offer:

- Hybrid work & flexible working hours
- An inspiring work environment in a dedicated, diverse team
- Dynamic career opportunities & option for annual professional development programs
- Bonus entitlements, employer-funded pension plan
- Downtown location with good access to public transportation as well as the opportunity to park for free
- The opportunity to actively shape the future of a growing company

Does this sound like you? If your answer is yes, we'd love to hear from you! Get in touch and send your CV along with your salary expectations and notice period, to [job-applications@astragon.de](mailto:job-applications@astragon.de)

For more information please see: [www.astragon.de](http://www.astragon.de) or contact our HR Manager Simon Fischer ([s.fischer@astragon.de](mailto:s.fischer@astragon.de), +49 (0) 151 – 61595 135).