

# IF THERE IS WATER, THERE IS A WAY.

SAL Engineering, a member of the Harren & Partner Group, is an independent engineering house, originated from one of the world's leading technical project carriers – SAL Heavy Lift. SAL Engineering provides comprehensive marine engineering services. We do not only develop concepts – we implement our solutions. We have a track record of thousands of successful projects behind us. For more than 35 years we have been developing marine heavy lift and installation solutions.

**To strengthen our team at the SAL headquarters in Hamburg, we are looking for a:**

## STAFF PLANNER (m/f/d)

### We offer you:

Exciting tasks in a well-coordinated and highly motivated team. We offer you a long-term employment with an international group and the opportunity to continuously develop yourself within an interesting and diversified working environment.

### Your main responsibilities:

- Processing incoming work orders and assigning them to your appropriately qualified and available colleagues, taking into account a variety of parameters and supporting your new team in the accounting of services and travel expenses.
- Entering and maintaining personnel data relevant for planning and coordinating, such as the knowledge, competence and experience profiles of your colleagues.
- Scrutinising our competitiveness by means of various parameters and creating regular KPI-based reporting on the order, deployment and personnel situation.

- Managing your tasks with the help of various types of software (e.g. time recording, ticket system, project management tools, Office 365 applications (e.g. Excel, PowerPoint and Teams))

### Your profile:

You are agile, flexible and have excellent organisational and communication skills. You have a high affinity for IT and processes as well as a quick grasp of things. If you have also completed a commercial apprenticeship with a focus on organisation, administration and planning or have a university degree or equivalent with a focus on business administration or project management as well as two to three years of professional experience in a medium-sized company, we would like to get to know you. You will also need:

- Excellent written and spoken English
- Experience in personnel deployment and project planning and experience with suitable apps
- A good working knowledge of MS Office applications

*SAL Engineering is committed to fair employment opportunities regardless of ethnic heritage, skin colour, gender, age, marital status, disability, religion, nationality, sexual orientation or social background. Our constant goal is to create a respectful and appreciative working environment for all employees.*

**Please send your application documents to:**

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**Learn more about our passion:**

