

"It's important to me to work for a company where I can **really make a difference**. That's why I am with Diehl."

MAKE IT WORK HAPPEN



Junior Communications & Project Coordinator (m/f/d)

These are your tasks:

- Lead and manage communication initiatives within the IT community
- Management and administration of small, overarching projects within the IT
- Develop and disseminate IT-related content to ensure clear and consistent messaging.
- Act as a liaison between the IT department and top management, facilitating effective communication.
- Prepare and deliver presentations for the executive board, ensuring technical information is accessible and engaging.
- Support the IT team in crafting strategic communication plans and campaigns.
- Monitor and analyze feedback from the IT community to improve communication strategies.
- Organize and lead meetings, workshops, and training sessions to promote IT initiatives.
- Manage internal communication channels and tools to enhance information flow.
- Stay updated on industry trends and best practices to continuously improve communication efforts.

Who we are looking for:

- Bachelor's degree in Information Technology, junior project manager skills, Communications, or a related field.
- Proven experience in communication or a similar role, preferably in an international setting.
- Strong organizational and project management skills.
- Excellent verbal and written communication skills in English.
- Strong ability to transform complex technical concepts into clear, non-technical language.
- Proficiency in creating and delivering high-quality presentations.
- Experience working with senior management and understanding their communication needs.
- Ability to work independently and take initiative.
- Familiarity with modern communication tools and platforms (e.g., intranet, newsletters, social media).
- Knowledge of current IT trends and technologies
- Willingness for infrequent travel to different Diehl sites

Work location: Wrocław

Job Level: Professional

Working mode: Hybrid working

Working time: Full time

Employment contract: permanent

Division: Diehl Controls

Start: ASAP

These are your potential benefits



Flexible working hours



Onboarding program



Family-owned company



Food allowance

Achieve what matters, with Diehl.



Diehl Controls Polska Sp. z o.o.
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