



Project Assistant [Beyond Good & Evil 2] (f/m/d)

Mainz - Full-time - 743999793995439

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As a Project Assistant, you help to coordinate the work of cross-disciplinary technology teams in order to meet the project objectives, you will be responsible for maintaining up-to-date project documentation and communications within the project team and international co-development partners.

What you will do:

- Coordinate and organize the work to be carried out
- Support the creation of project plans
- Maintain the projects tasks and roadmap by collecting, managing and following-up on the status of tasks with all team members
- Communicate the current status of the project with the project team
- Schedule project meetings and ensure key decisions and required tasks are documented, follow up these actions within team where necessary

What you bring:

- Bachelor or Master's degree in management, administration or other relevant experience.
- Knowledge of project management methods
- The ability to work with and as part of multiple teams, both internal and external
- Fluent in English
- Excellent oral and written communication skills as well as good instructional skills
- Self-organization and self-motivation abilities
- Enthusiasm for on-going learning and development

Nice to have:

- Prior working experience on projects

What to send our way:

- Your CV, highlighting your education, experience, and skills
- A cover letter including your earliest starting date, expected salary and why you would like to

join us

- A portfolio with a breakdown of your best and most fitting work (attach work samples or send us a link to your personal website or online portfolio)

Your benefits

- Relocation support: We offer financial support in form of a cash allowance and assistance with accommodation search via our relocation partner. For international candidates we offer visa assistance.
- 26 days paid vacation per year: Additionally, you will get half a day off on Christmas Eve and New Year's Eve, as well as approximately 12 bank holidays in the Mainz region.
- Flexible working hours: We have core working times between 10:00 AM - 04:00 PM and the distribution of the other hours is up to you.
- Our Ubisoft Blue Byte Academy offers multiple opportunities for you to discover your full potential and develop yourself in various areas. Guest speakers from the industry, workshops and access to our training and development platform
- Self-study and training hours (half a day per month): You have access to our in-house library
- Company pension scheme. We offer an attractive scheme through salary sacrificing in which the employer also matches contributions
- Up to 350€ childcare support per child per month. In addition, we also offer 5 'care for ill children days' per child per year.
- Discounted games: Discount on employee game orders & free Ubisoft games on Ubisoft Connect.
- Gym subsidy: We contribute 50% (up to a maximum amount of 25€) towards the monthly cost of a gym membership of your choice.
- Monthly mobility budget: 80€ per month that can be used on bicycle lease, parking spot rental or public transportation ticket.
- Borrow a bike for free: Discover the city from a new perspective.
- English and German classes for free. The main language in the studio is English.
- Free fruit, vegetables, coffee, tea and water. Enjoy some vitamins and beverages in our office.

We offer a highly motivating challenge for team players interested in showing personal initiative in an innovative and international company. If you are passionate about video games and would like to join an industry leader - please apply via our career portal.

For further information, please check <https://mainz.ubisoft.com/en/>