

# ASSISTANT / PROJECT ASSISTANT (M/F/D)

PERMANENT POSITION, FULL-TIME  
**MADRID**

## GROW WITH US!

Do you want to grow in an international environment? Are you a passionate consultant with strong management skills? Grow with us and help strengthening our Transactions team and expanding our business in Europe. Join our Iberia team in **Madrid**.

## YOUR MISSION

- Support our consulting teams (our teams provide tailored technical advice and project management services)
- Customer engagement, presentation, and proposal processing
- Organization and coordination of property inspections, appointments, and events
- Preparation of report templates
- Interface function between project teams and "back office"
- Ensuring quality standards
- Preparation and distribution of reports and project documents in English, German and Spanish
- Support in reviewing, downloading and auditing virtual data rooms
- Various diverse, varied, and exciting tasks to support our consulting teams in projects

## WHAT WE OFFER

- **Flexible working hours:** Flexible and predictable working hours so that your career & family/private life can be even better combined
- **Hybrid working:** Home office paired with time with colleagues in one of our modern offices. Hybrid working is a standard for us
- **Work-life-balance:** Flexible working hours, working from home & the option of work-vacation create the ideal space for your personal needs
- **Further training opportunities:** We promote your personal & professional development through individual courses and training programs
- **Corporate benefits:** Employee benefits and discounts that you can choose by yourself
- **Team culture:** Team spirit is very important to us! Team lunches & dinners, summer & Christmas parties are just some of the things that bring our colleagues together & promote our personal & multinational corporate culture

## CONTACT US

People Team

[careers@taeurope.com](mailto:careers@taeurope.com)

TA EUROPE | [WWW.TAEUROPE.COM](http://WWW.TAEUROPE.COM)

## APPLY HERE



## YOUR EXPERIENCES

- Completed training in real estate, commercial, or technical fields, or relevant experience
- Ideally, 2+ years in real estate, consulting, or similar fields
- Strong organizational skills, commitment, and service-oriented
- **Fluent in English and Spanish, good German;** excellent communication skills
- **Based in Madrid**
- Proficient with MS Office
- Comfortable with IT, eager to enhance communication and data security
- Calm under pressure, supportive to on-site experts
- Able to motivate teams with enthusiasm and humor