



Project Coordinator for Catena-X PMO

Location: Berlin (with hybrid working options)

Earliest possible start date: as soon as possible

Scope: Full-time (40 h per week)

About Catena-X

Catena-X is a collaborative data ecosystem that aims to revolutionize the automotive industry by enabling secure and standardized data exchange across the entire value chain. Our mission is to drive innovation, improve efficiency, and foster collaboration among OEMs, suppliers, and partners.

About the Catena-X Readiness Booster Program (CxRBP)

The Catena-X Readiness Booster Program is a comprehensive program provided by the Catena-X Association designed to make it easier for automotive suppliers, particularly SMEs and Tier-N companies, to understand, connect to, and participate in the [Catena-X Network](#). The program addresses key hurdles in the onboarding process, such as initial training and data sharing contracts, aiming to reduce the time to Go Live for onboarded companies. The CxRBP provides structured training, technical onboarding support, and certification of readiness. Companies that successfully complete the program can be certified and publicly listed as "Catena-X Ready".

Your Role

We are seeking a highly organized and proactive Project Coordinator/PMO Support to assist the Program Lead (PL) CxRBP in the effective planning, execution, and monitoring of the Catena-X Readiness Booster Program, while also supporting broader Association development and optimization initiatives. This role combines operational program management with strategic process improvement, AI enablement, and general PMO support across the Association.

Key Responsibilities

PMO Readiness Booster Program (RBP): 50%

- Support the Program Lead RBP in the day-to-day management and coordination of the program activities, including but not limited to the planning and scheduling of modular virtual training sessions and on-site workshops, participant and partner registration and allocation into cohorts based on available resources.



- Implement and manage tracking systems (e.g., CRM, Event Management tooling) to monitor participant progress, readiness status, and cohort activities as well as reporting to and supporting of partner activities.
- Drive the development of the further professionalisation and product development as part of the RBP offering.
- Coordinate the distribution and management of training materials and curriculum documentation.
- Liaise with trainers to support session logistics and participant needs.
- Generate reports on program status, participant numbers, and key performance indicators (KPIs) for the Project Lead and relevant committees/stakeholders.

Process Optimization CX Association: 30%

- Association Working Model: further development of the next working model of the Catena-X Association together with the Managing Directors and the Director Membership and implementation through a change management process in the entire Association.

AI Enablement: 10%

- Lead the buildup of our AI capabilities with our internal and external CX chatbots including the Internal bot for employees, the semi-Internal bot for expert groups and the external bot on Website.

PMO Tasks: 10%

- Assist the Director membership in optimising the day to day activities towards process optimisation and automization.

Required Skills and Experience

- Proven experience in project coordination, project management, program support, or administrative management, preferably within a complex environment.
- Experience with setup and management of Project Management Office (PMO)
- Strong organizational and multitasking skills with attention to detail.
- Experience managing schedules, logistics, and resources for training programs or events.
- Proficiency in using project management software, CRM systems, or event management tools
- Experience in change management and organizational development processes.
- Excellent written and verbal communication skills, with the ability to interact professionally with diverse stakeholders (companies, trainers, internal teams).
- Ability to work independently and as part of a team.
- Proficiency in standard office software (e.g., HubSpot, Microsoft Office Suite, Google Workspace).

**Desirable Qualifications**

- Familiarity with the Catena-X network, its structure, and goals.
- Experience working in or supporting programs within the automotive industry or supply chain.
- Experience supporting virtual training delivery platforms.
- Experience with AI tools and chatbot implementation.

Reporting Line

- The Project Coordinator will report directly to the Program Lead for the Catena-X RBP and the Director Membership.

What We Offer

- A central role in shaping the future of industrial collaboration and data-driven transformation.
- Access to a unique European industry network with thought leaders in automotive, IT, and public policy.
- Flexible working models, modern digital collaboration tools, and a culture of open
- Freedom to bring your ideas to life, with creative ownership.

Interested?

Please send your application documents, including a cover letter, CV, references and your salary expectations, to recruiting@catena-x.net.

Apply now – we're excited to hear from you!