



PROJECT MANAGER

Workplace: KRAKOW

Responsibility and daily duties:

- Initiating and managing projects (working out the project realization strategy, identification of the project goals, setting the basic timeline).
- Daily contact with Customers (workshops, meetings, teleconferences) during project start and realization phase, including collaboration in requirements analysis and the solution envisioning.
- Close cooperation with Product Development Team (by providing product change requirements and changes impact evaluation).
- Providing project documentation, formal change requests, estimation, planning and project execution.
- Controlling the project scope and effort.
- Being single point of contact for Customers during project realization and transition phase.
- Close cooperation with Customer Care Team (support in the transition of the solution into maintenance phase).
- Identification of gaps in current solutions, and recommendation of improvements as a reaction to the Product or Platform changes.
- Close cooperation with Sales Team in Customer acquisition process (by providing technical and functional support).
- Formal pre-sales activities, like preparation of technical inputs to the tenders, providing estimates, project feasibility study.

Requirements - key hard skills:

- **2-3 years** of experience in project management (direct contact with the Customer).
- Very good project planning skills (including risk management techniques).
- Awareness of personal data protection issues.
- Proficiency in MS Office applications (Excel, Word, PowerPoint, Visio, MS Project).

- Experience in projects based on automated data processing 24/7.
- Very good communication skills (both oral and written) in **Polish and English** languages.

Requirements - key soft skills:

- Ability to handle several open projects in different phases in the same time.
- Work under time pressure and with limited resources.
- Ability to set and maintain good relationships with the Customer (trust) and the Project Team.
- Ability to communicate also disadvantaged project situation both internally and externally.

Our Offer:

- Stable employment in a fast growing environment.
- Small teams and friendly atmosphere.
- Possibility to have personal influence on the project.
- Extensive social package.
- Language classes on different levels in the office (English and German).
- Every day different fresh fruits in the office.
- Flexible hours.
- Possibility to work from home.

If that sounds interesting, join us! Contact as via email: career.pl@crif.com