



Ваш надежный помощник

Junior Project-manager

📍 Киев,

Компания: Креативное ивент агентство
Arenacs

Рубрики: [IT, WEB специалисты](#)

Пожелания к сотруднику

Образование: полное высшее
Опыт работы: от двух лет
График работы: полный рабочий день

Описание вакансии

Nixwood agency

Our profs' team develops will bring business on-line in 24 hours by creating web-site and mobile app for company/brand. We are online 24/7 to assist or to solve any task about website, landing page or mobile app.

We are looking for an experienced Junior Project Manager who would like to manage our project.

Requirements:

- 1+ years of experience as Project Manager;
- 0,5+year as IT Project Manager;
- Understanding of tracking and CRM systems and methodologies
- Experience in managing small/mid-size team;
- Strong communication and analytical skills;
- High level of responsibility and pro-activity;
- Ability to work independently and take the responsibility about the project;
- Personal confidence and strong troubleshooting attitude;
- Experience in requirements elicitation and prioritization;
- MS/BS degree;
- Upper-Intermediate English (both written and spoken).

Personal qualities:

- Self-motivated
- Oriented to long-term life results

Responsibilities:

- Track project status and progress;
- Work directly with project managers to help implement project goals;
- Support and update Project office documents workflow;
- Regular internal reporting;
- Project specification document creation;
- Take part in the estimation process;
- Marketing development;
- External party's negotiations;
- Break project into tasks, define priorities and distribute between team — members;
- Assist in holding daily meetings with the team

What's in it for you?

- Experience in launching new project for US and EU markets
- Interesting and challenging work in fun & talented team
- Exciting projects where you will be not only executor but Creator as well
- Professional development opportunities

- Competitive salary
- Comfortable office facilities near the metro station Osokorki
- Unforgettable corporate events
- Salary 600-700 \$

Together with our team you will be able to improve your project management skills!

Please, send your CV in English to us!

Контактная информация

Контактное лицо: Снежана

Адрес: Киев, бул. Єлизавети
Чавдар