



Project Manager / Coordinator for remote team

📍 Киев,

Компания: Etcetera

Рубрики: [IT, WEB специалисты](#), [HR, управление персоналом](#), [Руководство](#)

Пожелания к сотруднику

Образование: не имеет значения

Опыт работы: обязателен

График работы: удаленная работа

Описание вакансии

We worked remotely even before it became mainstream!

We're Upwork agency - Top Rated and Awarded as The Best Agency 2016, 2018 & 2019 in Ukraine. 6 years on Upwork - we know how everything works there. We are a team of experts who know everything about great creative, branding and modern web projects.

In our team are 25 professionals in different fields of expertise and working hard to create really cool products. We are all Ukrainians, even though our team members are located all around the world as this is why we are freelancers :)

DESCRIPTION

We are seeking a PM/Coordinator to join our team. You should be available throughout business hours (GMT +3), so that you can provide prompt feedback to freelancers or clients if needed.

Job responsibilities include:

- ☆ Managing communication between clients and agency (designers, illustrators, developers)
- ☆ Forming project teams, coordinate job scope estimation and project planning
- ☆ Control everyday workflow of the project team
- ☆ Keep project documentation up to date

Please share with us your favorite quote at the beginning of your cover letter. We need this to understand that you've carefully read our job description.

REQUIREMENTS

- ★ Should be originally from Ukraine
- ★ Upper-Intermediate English (written + verbal)
- ★ Good knowledge of Upwork functionality
- ★ Strong project management skills and focus on results
- ★ Experience in IT PM field from 2 years

As a plus:

- ◇ Experience with Mobile development projects
- ◇ Experience with Web development projects

Please, answer the following questions when submitting a cover letter:

1. Please describe your previous work experience (2-3 positions similar to the job post and responsibilities on them).
2. Please describe your English level? Do you have experience with calls and meetings.

3. Did you have any longterm experience communicating with Foreigners/Expats (Work&Travel, long trips, etc.)? Please, describe.

Double dare you to reply with more than one sentence to each question.

Look forward to receiving your applications,

Etcetera team.

Контактная информация

Контактное лицо: EtceteraTeam

Сайт: <https://www.upwork.com/agencies/~018b8765a4243b4723>