

Position: Junior Project Manager (m/w/d)

Occupation: 100%, Vienna

Job brief

Organizational skills and communication talent wanted! We are looking for a Project Manager to manage organization of key client software projects in banking sector for small to medium projects.

Responsibilities

- Ensure that all projects are delivered on-time, within scope and within budget
- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Manage the relationship with the client and all stakeholders
- Developing project scopes and objectives, involving all relevant stakeholders, and ensuring technical feasibility
- Ensure resource availability and allocation
- Develop a detailed project plan to track progress
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate systems, tools and techniques
- Report and escalate to management as needed
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation

Requirements

- Good background in business skills, management, budgeting and analysis
- Great educational background, preferably in the fields of computer science or Project Management
- Working experience as a project administrator in the information technology sector
- Solid technical background, with understanding or hands-on experience in software development and web technologies
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills (German and English)
- Solid organizational skills including attention to details and multi-tasking skills
- Strong working knowledge of Microsoft Office
- Minimum of 1 year experience as PM
- Willingness to travel: 10% of working time

Desirable qualifications:

Meeting these qualifications will constitute a criterion of precedence:

- Knowledge and experience in banking sector is a plus
- PMP / PRINCE II certification is a plus

Minimum salary: 2.503 € per month (IT-Kollektivvertrag 2022 ST2, Regelstufe), overpayment possible depending on qualifications and experience

We look forward to hearing from you! Please submit a complete application, including CV, cover letter, references and degree certificates, thank you



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