

Junior Project Coordinator with German or English

Localization: Wrocław, Łódź

Job Reference: 95221

What will you be responsible for

Atos Project Management Office gathers a highly effective group of assistants (Team Assistants) and officers (Junior Project Coordinators) who are responsible for the overall on-time delivery of best-quality support in daily work of High Management and Project Managers. On this position you might have tasks from following areas:

- **Resource management** (timesheets reporting; creating resource request)
- **Change management** (creating and maintaining change register database; supporting Change Requests)
- **Schedule and budget control** (maintaining schedule; tracking changes and implementing them)
- **Risk and issue management** (creating and maintaining Risk Register; creating and maintaining Issue Register; managing incidents and problems and taking corrective actions to resolve them)
- **Quality assurance** (following up on quality documentation reviews; supporting Quality Gates and Tailoring Documents)
- **Communication management** (arranging/scheduling meetings; creating Minutes of Meetings; maintaining stakeholder database)
- **Procurement** (creating Purchase Orders; handling travels)
- **Team Assistance** (supporting activities required by the leadership; diary management; document management; preparing reports and PowerPoint presentations; liaising with clients, suppliers etc.)

What do we require

- Master's degree
- Experience in corporate environment will be an asset
- Fluency in written and spoken English (at least B2 level); German will be a strong asset
- Good knowledge MS Office tools (PowerPoint, Word, Excel)
- Excellent interpersonal, communication skills and presentation skills, ability to effectively maintain relationship with stakeholders using remote tools
- Willingness to work in in a fast-paced project environment
- Quick-learning skills
- Independence
- Attention to details
- Ability to carry out several tasks at the same time

What do we offer



Remote working



Relocation allowance



MyBenefit system



Private medical care
incl. dental care



Referral bonus



Worldwide career
opportunities



Training and development
programs (incl. foreign languages)



Private life and
travel insurance



Commuting contribution