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## Trainee Junior Project Coordinator

Localization: Wroclaw

### What will you be responsible for

As a Trainee in Project Management Office you will support both the organization and project managers in their daily activities.

The tasks may include full project management scope together with organizational processes, work prioritization and internal initiatives' coordination.

### What do we require

- Availability min. 20H per week
- Very good command of English (min. B2)
- Interest in project management area
- Very good knowledge of MS Office (PowerPoint, Word, Excel)
- Very good communication skills
- Multitasking and accuracy

**Please apply to: [aleksandra.szydlowska.external@atos.net](mailto:aleksandra.szydlowska.external@atos.net)**

### What do we offer



Remote working



Private medical care  
incl. dental care



Training and development  
programs (incl. foreign languages)



Relocation allowance



Referral bonus



Private life and  
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MyBenefit system



Worldwide career  
opportunities



Commuting contribution

Atos, awarded with the Great Place to Work certificate, is an international IT services company with 100 000 employees in 72 countries. Almost 5000 people work in our 9 offices in Poland. Atos is the official global IT partner of the Olympic and Paralympic Games.

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