

Junior IT Project Manager / Project Management Office

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Company: Deloitte

Location: Kraków

Category: business-and-financial-operations

Description

& Requirements **Who we are looking for**

Manage assigned projects (both software/products and/or infrastructure projects) and the production of relevant project deliverables and artefacts;

Identify project risks and issues, escalating where appropriate, in a timely manner;

Manage the expectations and satisfaction of the stakeholders;

Implement effective change control by ensuring project change impacts are assessed and communicated so all parties are aligned;

Ensure project resources and budgets are tracked and kept up to date;

Develop and distribute timely status reporting with key metrics to appropriate stakeholders;

Follow and align with the organisation's processes, governance framework and best practice;

Own and engage in all stages of the agile development process - planning, stand-up, show-and-tell and retrospective ceremonies;

Collect and report on a defined basis (currently bi-weekly) the Project/Product status covering Finance, Resources, Progress, Health Status and Risk Matrix updates to defined stakeholders;

Support Project Manager/Product Manager/Owner in tasks like cost controlling, resource-, risk-, budget - and vendor relationship management, etc.;

Training & induction services for new joiners and stakeholders covering project and product governance, methodology and tools etc.;

Manage resource management (capacity, availability, planning versus actuals) for allocated project and product resources;

Managing the Service Now Project Lifecycle (Opening of new projects, initiate till closure);

Product & Project Health Check Support Services – Recurring review of IT projects/products to ensure they are meeting standards, adhering to budgets and meet deadlines;

Governance and Administrative Support.

Your future role

First experiences in delivering projects end to end (Waterfall / Agile) and the wish to start a career in the area of project management;

Good communication skills, both verbally and written;

Good commercial awareness and experience of managing budgets and resource utilisation;

Very well organised and able to respond to changing priorities;

Ability to take and understand the commitment to deliver the project on;

Experience in agile delivery methodologies (e.g. Kanban, Scrum) and in transitioning teams to agile ways of working;

Project Management Certification such as Prince2, PMI.

What we offer

Stable job in a multinational company based on an employment contract;

Working in a flexible hybrid model - partially from home and the office;

Additional 2 paid days off and 2 days for charity activities;

Private medical care program, life, and travel insurance;

Access to various forms of recreational and social activities (MyBenefit, Multisport, bike rental, sports teams);

Onboarding plan from the first day of work and the Buddy Program - support from a dedicated coworker;

Friendly organizational culture (integration events, well-being and diversity & inclusion programs);

Wide development opportunities (individual career path, training in soft and technical skills, access to modern training platforms, including Udemy for Business, LinkedIn Learning).

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