

PROJECT MANAGEMENT OFFICER

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Company: WM Reply

Location: Katowice

Category: business-and-financial-operations

Support for PMs in the preparation of management documentation,

Responsibility for **preparing project documents** e.g. preparation of arrangements, minutes of meetings, formal approvals etc.

Monitoring the project budget through ongoing control of budget utilization and cost deviation control, preparing periodic reports for Project Managers/Financial Controller and entering all expenses incurred by the project into the accounting system in accordance with the planned budget,

Monitoring the management of project risks, issues and problems in the project by maintaining a register of risks, issues and problems, **monitoring project issues** in terms of their impact on project parameters

Motivizer Benefits Platform to choose and manage all your benefits in one place. You receive a budget (550 PLN monthly). You can choose there **medical care package, meal tickets, sports cards** (we have Multisport and on preferential terms, we have membership cards to one of the most popular Gyms), **cinema tickets, shop vouchers, discounts and many more.**

Language Courses – you have access to the platform where you can practice your language skills.

Regular and systematic further **training opportunities - internal and external ones** We support your development.

Cooperation within **an internal community** our everyday reality. We have **networking events, coding challenges, and company parties** for different occasions.

Proficiency in preparing **reports, information materials and presentations**

Knowledge of project activities and the ability to **create documentation schemes and procedures** in accordance with patterns in the organization,

Knowledge of the basics of **agile** and waterfall **project management** methodologies

Knowledge of project **risk management**

Knowledge of project **financial management**

Knowledge of tools supporting the management process (e.g. **MS Project**)

Experience with PowerBI will be an asset

Ability to plan effectively your own and your team's work,

Good communication skills in **English**.

Availability to work in a hybrid mode or remotely with at least 1 visit in the office per quarter.

We are digital workplace experts who create exceptional employee experiences.

Specializing in Microsoft 365, we create digital workspaces that foster meaningful, online engagements for employees. Utilizing the magnitude of tools in Microsoft 365 and a robust adoption and change management strategy, our mission is to empower our clients' workforces to achieve more and to be the most well-known and respected name in Modern Work globally.

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