

Project Management Officer

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Company: b2bnetwork

Location: Warsaw

Category: business-and-financial-operations

Detailed description of work task to be carried out

Admin support. Develop and maintain project management plans, including schedules, governance reporting etc.

Coordinate communication and reporting channels (e.g. SharePoint etc.) between project stakeholders, ensuring transparency and alignment

Monitor project progress against milestones and deliverables, identifying and addressing any deviations or risks

RAID Management (Risks, Assumptions & Actions, Issues, Dependencies)

Management & benefit reporting - e.g. Velocity graphs, Burndown charts, etc.

Conduct regular reviews and assessments of project processes and performance, recommending improvements as needed

Support change management activities, including stakeholder engagement, training and communication plans

Ensure compliance with regulatory requirements and organizational policies throughout the project lifecycle

Establish and maintain project metrics and KPIs to measure progress and outcomes

Provide project management expertise to project teams and stakeholders as needed

Description of knowledge and experience

Have 5+ years experience with assisting on projects or programs

Have strong facilitation, communication and stakeholder management skills which enable you to help lead projects in a complex environment

Have experience and success with multiple project deliveries within tight deadlines and you are comfortable dealing with juggling many tasks at the same time

Background from a large financial institution and experience with financial crime prevention is a definite plus

You are fully proficient in the English language and strong in packaging and delivering information to varied target audiences

You are a proactive, flexible and collaborative person who want to get things done

You have the courage to ask the critical questions

Req. number 34707

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