

# We work hard and play hard

We are a digital media agency expanding our business and therefore we are growing our team. Ready to build up your future with us?

#NeoTeam is looking for a collaborative **Project Manager**

## What you'll need to succeed:

- At least 2 years of experience in IT project management;
- Good knowledge of the methodologies used in analysis;
- Experience in working with complex projects or/and with multiple customers/multiple teams
- Qualification in project management, knowledge of theoretical and practical aspects of project management
- Experience in people management/coaching
- Proven experience in strategic planning
- Proven experience in risk and change management
- Experience with Jira

## It's great if you have:

- Software architecture experience
- Basic Knowledge with technologies such as: PHP, MySQL, JSON, HTML, Java Script
- Knowledge of relational databases (SQL/PLSQL)
- Proficient in project management software
- Knowledge of project management techniques and tools (Agile Scrum, Kanban)

### **Personality traits:**

- Team player capabilities
- Positive attitude
- Continuous development mindset
- You are determined, responsible and flexible
- Result and solution oriented
- Capacity to deal with multiple clients
- Time-management skills, with the ability to prioritize tasks
- Effective communicator
- English - proficient level

### **As part of the team you will:**

- Be the primary contact person for customer projects
- Lead the planning and implementation of projects
- Facilitate with customer and team the definition of project scope, goals and deliverables
- Plan and schedule project timeline
- Identify, plan, coordinate the project resources (staff/tools,etc)
- Coordinate resources allocation based on priorities between projects/customers
- Provide direction and support to project team
- Plan and track constantly project budget
- Identify, coordinate and manage project changes (cost, resources, time)
- Present reports for project status, progress, risks, solutions, opportunities
- Overview the quality assurance of the projects
- Coordinate project evaluation, risk and lessons learned analysis

### #NeoBenefits - reasons to join us:

- Be part of a small team where communication is much easier
- You will not be restricted by procedures
- Working in an internal team environment
- Attractive salary
- Your work-life balance is valuable to us, so we offer you: flexible working hours, a hybrid workflow from home and the office, compressed work schedule
- Opportunity to learn, access to tools/trainings
- We work hard but still make time for a little bit of fun
- Casual work environment with relaxed dress code
- Team building activities
- Free coffee in the office

## Sounds like your ideal role?

Don't hesitate and send your CV to

[careers@neobytesolutions.com](mailto:careers@neobytesolutions.com)