

Oferta pracy

Nr referencyjny: 5919/18/PS

Nazwa firmy: Atos Global Delivery Center Polska Sp. z o.o. Sp.k.

Opis: O Atos

- Jesteśmy liderem w dostarczaniu usług informatycznych
- Tworzymy globalną społeczność 100,000 pracowników w 73 krajach
- Oferujemy usługi zarządzania infrastrukturą IT, integrację systemów informatycznych, outsourcing i doradztwo
- Jesteśmy wyłącznym partnerem IT Igrzysk Olimpijskich i Paraolimpijskich
- Jesteśmy laureatami certyfikatu Great Place to Work
- W Polsce zatrudniamy ponad 5000 pracowników w 8 miastach

Stanowisko: Junior Project Officer with German or English

Kategoria stanowiska pracy: Asystencka praca/Personel biurowy

Lokalizacja: Polska, praca zdalna, Opole i okolice

Typ pracy: praca stała

Rodzaj umowy: umowa o pracę: umowa na czas określony

Obowiązki: Atos Project Management Office gathers a highly effective group of assistants (Team Assistants) and officers (Junior Project Coordinators) who are responsible for the overall on-time delivery of best-quality support in daily work of High Management and Project Managers.

On this position you might have tasks from following areas:

- Resource management (timesheets reporting; creating resource request)
- Change management (creating and maintaining change register database; supporting Change Requests)
- Schedule and budget control (maintaining schedule; tracking changes and implementing them)
- Risk and issue management (creating and maintaining Risk Register; creating and maintaining Issue Register; managing incidents and problems and taking corrective actions to resolve them)
- Quality assurance (following up on quality documentation reviews; supporting Quality Gates and Tailoring Documents)
- Communication management (arranging/scheduling meetings; creating Minutes of Meetings; maintaining stakeholder database)
- Procurement (creating Purchase Orders; handling travels)
- Team Assistance (supporting activities required by the leadership; diary management; document management; preparing reports and PowerPoint presentations; liaising with clients, suppliers etc.)

Dodatkowe wymagania:

- Master's degree
- Experience in corporate environment will be an asset
- Fluency in written and spoken English (at least B2 level); German will be a strong asset
- Good knowledge MS Office tools (PowerPoint, Word, Excel)
- Excellent interpersonal, communication skills and presentation skills, ability to effectively maintain relationship with stakeholders using remote tools
- Willingness to work in in a fast-paced project environment
- Quick-learning skills
- Independence
- Attention to details
- Ability to carry out several tasks at the same time

Warunki pracy: We offer:

- Remote working
- Private medical care, incl. dental care
- Private life and travel insurance
- MyBenefit system
- Training and development programs
- Learning foreign languages
- Worldwide career opportunities
- Relocation allowance
- Commuting contribution
- Referral bonus

Typ aplikacji: formularz on-line na stronie:

<https://jobs.atos.net/job/wroc-aw/junior-project-officer-with-german-or-english/5343/8086294>

Kontakt: kontakt przez Biuro Karier

Data oferty: 14-06-2018

Data ważności: 30-09-2018