

Project Management Office - with German

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Company: adessoromania

Location: Bucharest

Category: business-and-financial-operations

We achieve our success through one thing: the people at adesso! Let us convince you.

Communicate and create - ours

IT consulting is the strong link between specialist departments and IT. Smart minds are needed at the interface between theory and practice Organizational skills. Our IT consultants bring together strategic thinking, ideas for technology and tool selection, and digital trends with project management.

YOUR ROLE - THIS IS WAITING FOR YOU

Do you love coordinating processes, are you an organizational talent and would you like to advance projects in the IT industry? As a (Senior) PMO - Project Management Office (all genders), you will keep an overview of the entire project portfolio and choose suitable tools to ensure project success.

Specifically, you will take on the following tasks in your role:

You welcome our newbies because you are responsible for coordinating and carrying out onboarding processes for new team members.

You will also create meaningful presentations to support project activities and ensure the efficient organization of internal and external meetings.

You document meetings, create minutes and maintain various PM tools for effective collaboration. Here you develop templates and standards for project documents, maintain them continuously and ensure smooth digital project filing.

During the project, you ensure a solid basis for communication for everyone involved in the project and coordinate the flow of information among each other.

Project controlling: With us you can also juggle the numbers, keep an eye on the budget and provide support with project-related controlling tasks.

You will expand contact with our relevant stakeholders and maintain this on an ongoing basis.

YOUR SKILLS - THIS IS WHAT YOU BRING WITH YOU

Completed commercial training or a comparable qualification forms your basis.

You were able to gain solid experience in project management, for example as a project assistant. You already had this

Points of contact with SAP? All the better, but of course that's not a must.

You feel confident using PM tools such as Jira, Miro, MS Project, Confluence and other MS Office applications.

You are a doer! With your quick wit, independence and high sense of responsibility, you are ready to take on responsibility and work successfully with your project team.

Very good knowledge of German and English rounds off your profile.

Our commitment to you

An established business with the soul of a Startup

A digital workplace experience with flexible working hours

Agile & lean organization: Optimized work processes to eliminate waste and horizontal hierarchy

Global mobility and international rotation

Competitive salary, private health insurance, and comprehensive benefits

A bonus system based on company and individual contributions

Structured professional development with both soft and technical training programs,

workshop opportunities, and language learning support

About adesso Romania

adesso is providing IT delivery, consultancy and software solutions with international teams. The new subsidiary, adesso Romania, is based in Bucharest. It is to begin supporting adesso's international delivery network (www.adesso-smartshore.com) in staffing and logistical terms effective immediately.

Around 600 of the more than 10,000 employees in the adesso Group already work for customers in Europe at adesso's SmartShore locations in Turkey, Bulgaria and Spain. Main technology stack is Java, .NET, FE, Mobile App Development, MS Power Platform, and DevOps.

The IT experts work on digitalization projects as part of international project teams. Some of their work is done on-premises at customer locations – especially in the German-speaking countries – but some are also performed through virtual collaboration from adesso's individual SmartShore offices in Istanbul, Sofia, Barcelona, Madrid, and Jerez.

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