



Softelligence

REQUIREMENTS

- Analytical skills
- Business environment awareness
- Project management previous exposure
- Very good MS Office
- Fluency in English
- Attention to details and numbers

KEY RESPONSIBILITIES

- Gathering data about project progress and producing reports - timesheet reports, budget versus forecast versus spent, revenue forecast, profitability etc. when PM is not available/ support if is required when PM is available
- Project Control and Support
- Supervise with Senior PMO resources allocation and billability
- Supervise with Senior PMO timesheet booking, invoicing, overall project profitability and performance and keep PMs accountable
- Participating on Reporting on financial information such as return on investment

BENEFITS

We offer a diverse package of benefits, which was built based on the needs of our people, the nature of the work performed and the existing offer in the market.

- Monthly medical subscription (superior health insurance package);
- Electronic meal vouchers;
- Bookster (office/ home delivery);
- Specialization and certification courses following the job description;
- Access to Nexus trainings on various topics, such as SQL, C#, BI, machine learning and many more;

Learn more at <https://www.softelligence.net/job-openings>

WE'RE ON THE LOOK-OUT
FOR A: JUNIOR PMO

Send your CV to hr@softelligence.net

www.softelligence.net
hr@softelligence.net