

# PROJECT MANAGER

## ABOUT THE COMPANY

Siteclick is a full-service Digital Agency that offers a wide range of services from Software Development, Project Management, Design & Printing, Branding & Marketing, and IT & Business Consulting.

## JOB DESCRIPTION

We are looking for an experienced Project Manager who knows how to plan and designate project resources, prepare budgets, monitor progress, and keep stakeholders informed the entire way. As a member of our team, you will be part of an open-minded, Agile work environment, with a results-driven mindset, and colleagues who are passionate about their work.

## RESPONSIBILITIES

- Defining project objectives, project scope, roles & responsibilities;
- Defining resource requirements and managing resource availability & allocation;
- Outlining a budget based on requirements and tracking costs to deliver the project on budget;
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis;
- Ensure that all projects are delivered on time, within the scope, and within budget;
- Develop a detailed project plan to monitor and track progress;
- Tracking project and providing regular reports on project status to the project team and key stakeholders;
- Develop spreadsheets, diagrams, and process maps to document needs;
- Managing and adjusting for any changes in project scope, schedule, and/or budget;
- Perform risk management to minimize potential risks;
- Managing the relationship and communication with the client and all stakeholders, ensuring the project is delivered to their satisfaction;

## DESIRED SKILLS AND EXPERIENCE

- 3+ years of experience as a Project Manager or related experience;
- Bachelor's degree in computer science, business, or a related field;

- Strong familiarity with project management software tools, methodologies, and best practices;
- Business & commercial acumen and excellent stakeholder management skills are also essential;
- Analytical skills are necessary in order to correctly identify risks and solve any problems which may arise throughout the project;
- Experience seeing projects through the full life cycle;
- Good time management skills and the ability to juggle multiple tasks at once;
- Strong interpersonal skills and extremely resourceful;
- Have exceptional communication skills, both written and spoken;
- Be naturally curious, creative, and innovative, always looking for different ways of doing things;
- Organizational knowledge;
- Good written and spoken English: upper-intermediate and higher;
- Being detail-oriented and capable of delivering a high level of accuracy;
- Critical thinking;
- Problem-solving;
- Decision making;
- Team player;
- Good listener & communicator;

## **BENEFITS**

- Fully remote from Romania;
- Collaboration agreement: CIM, PFA, or SRL;
- Flexibility - Choose when and where you work while are doing the things you love;
- Supportive community - by joining Siteclick, you instantly become part of an ever-growing community of specialists who look after each other and grow together;
- Growth - you develop in the desired direction, we provide training, coaching, and access to a network of experts;
- Well-being - we care about your needs and state of mind;
- Trust - we value your work and opinions;

If you feel like this mix of responsibilities and challenges fits your career plans, this is the job for you.

Reach out to us today!