

We are a technology recruitment partner focused on search and selection of IT experts internationally. Currently, we are looking for an accomplished experts for the role of Digital Project Manager . We offer a rewarding and exciting professional experience and opportunity to develop your career in a highly competitive international environment.

Digital Project Manager

Location: Warsaw, Poland



Division Digital and Ecommerce Technologies is responsible for developing and/or delivering solutions that aim to provide digital platforms to support Consumer Marketing. Our Client are looking for a Digital Project Manager – Product Information Management to manage deployment of PIM. The PIM platforms and processes are to be underpinned by high quality, consistent data and purposeful reporting, with the ultimate objective of delivering insights which create value and drive the business forward - whilst ensuring synergy, cost effectiveness and appropriate levels of governance are observed.

Project Manager is responsible for working together with Business Analyst and managing project timeline to make sure deliverables are on time. You will take part in the high visibility projects using agile methods in a fast-paced environment that may cross multiple business divisions.

Scope of Responsibilities:

Project Management:

- ◆ Capture, complete and validate customers' requirements in the Solution Requirements Specification
- ◆ Monitor and report project progress to Product Owner and/or management
- ◆ Maintain the project timeline for global roll out
- ◆ Working with Business Analyst to make sure accurate estimation for each project milestone

Other:

- ◆ Provide work/effort estimates to the Product Owner as required
- ◆ Reporting regularly on the work progress
- ◆ Maintaining operations by following policies and procedures
- ◆ Contribute to continuous product improvement
- ◆ Contribute to team meetings to communicate progress, risks and issues
- ◆ Working closely with international teams

Skills & Experience required:

Essential

- ◆ IT or Management project background (i.e. PM, PMO, coordinator, team lead)
- ◆ Excellent communication, interpersonal and organizational skills
- ◆ Computer literacy
- ◆ Proven experience with content editing
- ◆ Microsoft Office Suite to advanced level
- ◆ Strong analytical skills
- ◆ Critical thinker and ability to demonstrate logical approach to problem solving
- ◆ Effective time management and organisational skills
- ◆ Ability to manage multiple work streams
- ◆ Fluent English

Desirable

- ◆ Experience of working with PIM platforms or similar platforms



Personal Attributes:

- ♥ Exhibits an attention to detail
- ♥ Exhibits high standards of integrity
- ♥ Strives for continual improvement

Offer:

- ♥ Challenging and innovative global projects.
- ♥ Fresh fruits every day.
- ♥ Flexible work hours.
- ♥ Competitive salary.

Interested candidates should send their resume (CV) to **konrad.witek@itpuzzle.com.pl** with „Digital Project Manager ” in the subject line.