

/ POSITION: JUNIOR TO MIDDLE LEVEL PROJECT SPECIALIST

iCOVER specializes in Wholesale of Background Screening & Business Intelligence solutions for the global market. We are an international company with operational headquarters in Paris, backed by a network of offices worldwide, which offer strategic global reach for all your business needs.

We are developing Background Screening web-based applications and CRMs which allow us to work with a full scale of skills. Our team is composed of highly talented PHP and Full-stack developers, who are committed to providing user efficient and scalable tools.

Currently, for our team in Sofia, we are looking for a Junior to Middle Level Project Specialist with the following profile:

REQUIREMENTS

- Excellent command of English (both written and spoken);
- Good understanding of PM methodologies;
- Technical skills: MS Office, Jira, Confluence;
- Strong analytical and problem-solving skills, attention to detail;
- Excellent verbal and written communication skills, ability to work with other departments and build smooth working relationships;
- Excellent time-management skills and ability to prioritize in a fast moving, constantly changing environment;
- Higher Education;
- Previous experience will be an advantage.

RESPONSIBILITIES

- Assist in Project planning;
- Monitor Project progress – supervise different tasks in order of

- completing a project;
- Report Project outcome;
- Identify issues and risks;
- Perform different administrative/support functions for questions or concerns;
- Assist the PM and CTO on various projects and tasks.

WE EXPECT YOU TO

- Be a team player
- Be proactive when you see problems and their solutions
- Strive to learn new things
- Be ready for a drink with the team

WHAT'S IN IT FOR YOU

- Fun and dynamic team;
- Excellent remuneration package and work-life balance;
- Additional Paid leave;t
- Food vouchers;
- Yearly bonus scheme;
- "Bring a friend" bonus model;
- Awesome class A office in the central district.

If you think that you have what it takes to be a Junior to Middle Level Project Specialist, please send your application to Metodi Rusinov at: mrusinov@icover-services.com

Notice: by submitting your application for this position, you acknowledge that in the event you have been selected to work for iCOVER, we shall be entitled to perform an appropriate background investigation by verifying the information presented in your application, specifically but without limitation, verification of prior employment and verification of education. You further acknowledge that such verification is required due to the specificities of iCOVER's scope of business and our internal security policies and rules. The lawful provision, collection and processing of your personal data is necessary for the purposes of the legitimate interests pursued by iCOVER and the provided data will be processed in strict accordance with the applicable personal data protection legislation.