



Job Description

iCOVER

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 Continuous Improvement department aims to increase company's maturity related to business process management. The Junior Project Manager will be responsible for managing business projects as per iCOVER's framework and guidelines.

Currently, for our team in Sofia, we are looking for a:

<Junior Project Manager>

with the following profile:

Requirements

- Excellent command of written and spoken English;
- Up to 3 years of experience in Project Management
- Relevant higher education diploma
- Project Management Software knowledge (Jira, Trello, MS Project).
- Strong communication and negotiation skills, both written and verbal;
- Strong organizational skills;
- Experience working with multifunctional international teams;
- Demonstrated success working independently in a remote, global environment;
- Fundamental training in Project Management (CAPM, PRINCE2, Agile, or Lean Six Sigma)
- Demonstrated ability to navigate ambiguity and establish process and structure.
- Knowledge on ISO 9001 standards
- Strong negotiation skills;
- Able to work well in a team.

Responsibilities

- Provide project management support to business teams as per assigned areas of responsibilities;
- Maintain iCOVER's document management infrastructure and suggest areas for improvement

- Ensure a common understanding by setting expectations accordance with the Project Plan, align stakeholders and team members.
- Coordinate the activities to finalize all deliverables as per the scope and plan.
- Make sure the project is on track according to the approved timelines and measure project performance using defined tools and techniques;
- Communicate effectively and engage all key stakeholders
- Take care of ISO 9001 certification and standardization procedures

What's in it for you:

- Fun and dynamic team;
- Excellent remuneration package and work-life balance;
- Additional paid leave;
- Flexible working hours;
- Food vouchers;
- Additional medical insurance;
- Public transportation allowance;
- Yearly bonus scheme;
- Multisport discount;
- “Bring a friend” bonus model;
- Awesome class A office.

Interested?

Send your CV and Cover letter to: vstoynovska@icover-services.com