

For 14 years, vero project has innovated client companies by applying active management of IT and digitalization projects. We are not mere consultants but actually help realising the project itself. We would like to fill the following position soon:

Project Assistance / Project Management Office

Have you just entered a carrier in IT project management and would like to experience new, versatile challenges in future-oriented fields of work? Do you prefer goal-oriented advancement and enrichment? Then please apply now!

Your Tasks

- Supporting organisational, administrative, communicative matters and decisions, and maintain operative project structures
- Securing efficient flow of information
- Structuring, optimizing, following up on processes, monitoring project activities
- Being involved in constructing and cultivating project planning
- Constructing status reports and other statement concerning project controlling
- Detecting and documenting risks, correlations, and causalities
- Coordinating tasks and appointments
- Preparing, executing, documenting, and following up on meetings and workshops
- Creating documents and presentations

Your Profile

- First experiences with listed tasks, ideally with knowledge of agile tools
- Completed University degree or vocational training in economic milieu
- Talent for planning and organising, and enthusiasm for innovation and taking on new responsibilities
- Substantial MS 365 skills, especially Excel, PowerPoint, Teams
- IT-affinity and digital / agile mindset
- Confidence, showing initiative, service-orientation, goal-orientation, high quality standards
- Willingness to learn, quick comprehension, communicative skills
- Fluent in German and English
- Enthusiasm for project management, IT, and related topics
- Unobstructed travelling and Home-Office ability

Our Offer

- Full time position, 40 hours of worktime on average, 30 days' vacation
- Flexible work hours and location depending on project requirements
- Diversified tasks concerning future-oriented topics in various environments
- Partnership and respectful corporate culture
- Professional and personal enrichment, strong anchoring in project management community:

- ☐ Finding and following an individual direction of development (e.g., Team Leader)
- ☐ Certification and further education
- ☐ Taking on more responsibilities step-by-step
- Office location Hamburg (optional)

Please send your application including salary expectations to thomas.kopsch@veroprojects.com.