**POSITION TITLE:**  Project Management Officer

**MAIN RESPONSIBILITIES WILL INCLUDE, BUT ARE NOT LIMITED TO:**

• Plan, execute, monitor and complete projects utilizing and adhering to Project Management best

Practices;

• Manage changes in projects scope and pro-actively support, analyze and communicate their

potential impacts (cost, time, sourcing) to Management team;

• Share projects progress, report status and outcomes to management, share learning;

• Identify projects risks, manage issues escalations, mitigate issues and raise potential bottlenecks;

• Assist and advise teams to the best use of project management disciplines and approaches within

a fast-paced, high tech environment.

**EDUCATION AND EXPERIENCE:**

• University degree (Business Administration, Management or Economics will be an advantage);

• Experience in project management (development and/or process optimization);

• Experience with cross functional teams;

• Strong interest in innovative technologies;

• Strong communication & collaboration skills;

• Project Management certification, experience in Design Thinking or Lean Startup project;

methodology will be an advantage;

• Advanced in written and spoken English.

**To apply for the job, please send your CV to elena.cojocari@pmi.com**  
*Only shortlisted candidates will be contacted.*