
Project Management Officer

City: Bratislava
Role: Senior

Recruiter name: Linková Petra (ERNI)
Recruiter email: petra.linkova@betterask.erni

Description

ERNI is looking for experienced professional who will take over our project management office and be responsible for evaluation and improvements of our processes. ERNI is Swiss-based consulting company with more than 500 employees internationally. In Bratislava we focus mainly on software engineering, our customers come from different areas and we implement our projects using agile methodologies like Scrum. We support customers in high-tech, financial services and many other domains in improving their processes and technologies.

Responsibilities

As a experienced PMO you will be:

- A part of global PMO team
- Defining and maintenance of process standards by providing a framework to establish standard performance measures based on organizational goals and objectives.
- Monthly reporting of running projects
- Monitor and control project risks
- Checking time reports
- Improving the organization's processes
- Support Project Managers with individual requests
- Identifying and developing project management methodology, best practices, and standards
- Developing and managing project policies, procedures, templates, and other shared documentation

Job requirements

Who are we looking for?

- Previous experience with PMO or similar role
- Experience with portfolio management
- Advanced Excel know-how
- Advanced English skills, German is a plus
- Analytical thinking
- Experience with Sharepoint, SAP, CRM

Benefits

- Interesting projects based on the newest technologies
- Opportunity for self-improvement and career growth
- Internal & external software development education and trainings (certifications) covered by ERNI
- Occasional business trips to Switzerland
- Flexible working time & overtime compensation
- 5 weeks of vacation
- 3 sick days
- Language courses (English, German), fully covered by ERNI
- Personal budget
- Referral & relocation bonus
- Fully covered meal vouchers
- New office
- Team buildings (grill parties, Christmas dinner, Hack&Hike, ERNI Performance Days - two day education & leisure event, sport events, company breakfast etc.)
- Well-established community: Meet-ups, Brown-bag Sessions, Running club, Climbing club, Board games club, etc.