

Job Description: Project Management Officer

Are you self-motivated, outgoing, and ready for an exciting career?

Would you like the opportunity to work **for** one of the world's leading broadcast management system providers and **with** the world's leading television, radio, IPTV, and cinema companies?

Scope:

- Effective coordination of all project activities in order to achieve the objectives set at the highest quality standards.

Job objectives:

- Communicating both verbal and writing with internal and external clients involved in the project;
- Preparation and organization of work plans to achieve the objectives of the project.

Responsibilities:

- Coordinating the project activities directly by supervising the execution of assigned tasks;
- Establishing long-term collaboration relationships with partners, clients;
- Timeline monitoring the progress achieved towards the objective proposed and monthly reports to the clients;
- Ensuring solving the problems encountered during the project and transmitting the information to the direct manager;
- Transmitting the client's requirements to the internal departments in order to be solve;
- Prioritizing tasks according to the information received from clients.

Required Skills

- 0-1 years' experience with clients;
- Graduate of the Faculty of Automation is a plus;
- Office package knowledge.

Personal Attributes:

- Ability to work in challenging international, multinational teams and managed own time;
- Dedicated, responsible, communicative, punctual;
- Excellent communication skills (written and spoken) in English;
- Self-motivated, with a high level of self-discipline;
- Patience, flexibility and attention to detail;
- Delivery focused, with a flexible approach to work and willingness to learn new systems and business lines.

If you are interested in this opportunity, please submit your CV to our office in Craiova, Romania, at cv@sintecmedia.com.