

Junior Project Coordinator

JOB PROFILE in a nutshell:

Imprezio Global is seeking a Junior Project Coordinator for a full-time collaboration.

You will oversee the end-to-end software development life cycle and you will be responsible for the cost, time and scope area. The complexity of work may vary from complex to routine. You will have guidance and supervision from a Senior Project Manager.

Your **RESPONSIBILITIES** include, but are not limited to:

- Ensure new project set up (collaboration with different departments, usage of standard company tools, etc.)
- Create planning, schedule and budget (work breakdown structure, planned costs and summaries)
- Provides basic advice and guidance on project proposals and plans, in collaboration with Sales team
- Maintain project documentation, plans and reports
- Monitor costs and produce regular reports
- Manage customer escalations
- Monitor progress against schedule
- Organize quality review meetings with stakeholders
- Maintain project performance metric data and estimating models
- Review project status and recommends changes
- Manage project change control (scope changes, deviation in budget or time)

To join us, you must meet the following **REQUIREMENTS**:

- Software Development Lifecycle insight and understanding
- Strong computer skills (Microsoft Office Package is mandatory)
- Strong verbal and written communication skills



- Resilient, resourceful and self driven professional
- Excellent English skills

Why work for **US**?

- Professional growth opportunities
- Fun, positive atmosphere
- Trainings & certifications
- Premium health insurance
- Excellent remuneration & flexible schedule
- Active lifestyle advocates
- Team buildings & company events
- Modern office space

About **US** and our **COMPANY**:

Imprezzio Global (Cluj, Romania) is the European branch of Imprezzio, Inc. (WA, USA). We are a rapidly-growing company, offering an informal environment dedicated to creativity, flow, and problem-solving. We are shameless technophiles who love to work on the bleeding edge of technology, have fun and improve our skills. We are serious about our work and values, but don't take ourselves too seriously. That's what makes Imprezzio Global such a great place to work. Since "A chain is no stronger than its weakest link" we carefully select our team members, every one of whom is an "A" player. Imprezzio offers a solid project docket with explosive opportunities, and needs core team members.

If we managed to catch your attention, send us your CV at jobs@imprezzio.com.

