



Project Office Coordinator

Location: Katowice

Working hours: 10:00-18:00 and 11:00-19:00

Wondering how your work will look like?

Imagine that you are...

Part of the global Kroll Ontrack Legal Technologies Services team* providing internal project coordination function to Case Managers and Client Services management to ensure projects are set up using a methodical and controlled approach * taking an active role in the ongoing development of the Project Office function * liaising with internal teams across Europe to obtain reporting information * using English every day in communication with employees in EMEA and the US * working WITH your managers, not FOR them

Requirements:

- Degree level education
- Fluency in English (C1)
- A background in project co-ordination and administration
- A strong IT proficiency in Microsoft Office applications, especially MS Word, MS Excel, Windows, MS PowerPoint and MS Access
- Experience of working in a multi-national corporate organisation
- Excellent communication skills, both written and verbal
- Proven ability to effectively manage workload and manage conflicting priorities
- Readiness to occasionally work Weekends and after hours
- Ability to work in a fast moving environment
- Attention to detail, accuracy
- Work well under pressure

Nice to have:

- Experience in MS Project, MS Visio and SharePoint

We offer:

- Multiple internal initiatives like:
 - Mentoring program (you can have personal mentor or you can be a mentor for others)
 - Lightweight community of practice (you can attend specific area of interests – technology, agile, leadership by participating in talks, trainings, brainstorming sessions)
- To keep creativity on high level, you can work with students on the Universities:
 - <http://engineering.krollontrack.pl/narzedzia-i-praktyki-w-projektach-programistycznych/>
- Fun and friendly atmosphere (board games, card games, console games, whatever tickles your fancy – we've got it!)
- Attractive package of benefits , i.e. contribution of costs of a private medical care (Medicover) and a sports card (Multisport)
- Good coffee, Sweet Mondays, Pizza Thursdays every week

Don't hesitate! Send us your resume and cover letter in English to: praca@krollontrack.pl