

Project Office Coordinator

Location: Katowice

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

2 openings

Wondering how your work will look like?

Imagine that you are...

Part of the global Kroll Ontrack Legal Technologies Services team* working with 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 Kroll Ontrack employees in the UK and 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

Nice to have:

- Experience in MS Project, MS Visio and SharePoint

We offer:

- Multiple internal initiatives like:
 - Lightweight communities of interest (e.g. Buggy meetings, Scrum Community)
 - Mentoring program (you can have personal mentor or you can be a mentor for others)
 - Soft Skills Academy
 - Leadership Academy and more!
- To keep creativity on high level, you can work with students on the University:
- 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 and Sweet Monday every week!

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

Kroll Ontrack is a technology software and services company serving both the Data Recovery and Legal Technologies markets. As the world's largest Data Recovery company, **Kroll Ontrack** boasts international in-lab services with clean room facilities as well virtual on-site services through Remote Data Recovery. **Kroll Ontrack's Legal Technologies** group (Electronic Discovery, Paper Discovery, Computer Forensics) assists attorneys, businesses and investigators with the collection, organization and preparation of data for review and analysis in legal matters, regulatory filings, and investigations. More details about our company on: www.krollontrack.com

„Zgodnie z art. 24 ust. 1 ustawy z dnia 29 sierpnia 1997 r. o ochronie danych osobowych (Dz. U. z 2002 r., Nr 101, poz. 926 z późn. zm.) informuję, iż administratorem danych osobowych przekazanych przez Panią/Pana dobrowolnie w celu przeprowadzenia rekrutacji jest Kroll Ontrack Sp. z o.o. z siedzibą w Katowicach przy ul. Jana III Sobieskiego 11. Dane osobowe będą udostępniane tylko i wyłącznie podmiotom upoważnionym na podstawie przepisów prawa. Posiada Pani/Pan prawo dostępu do treści swoich danych oraz ich poprawiania”.