



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