



Junior Project Coordinator with German Reference no. 240234

Company Information

Atos is a leader in digital transformation with circa 100,000 employees in 72 countries. Atos has operated in Poland since 2000. The Group employs circa 5 000 people in its locations in Bydgoszcz, Warsaw, Wroclaw, Gdansk, Lodz, Torun and Cracow. The company offers IT infrastructure management services, systems integration, outsourcing and IT consulting. **Atos was four times awarded with the Great Place to Work certificate**, winning top positions in the ranking of the Great Place to Work® Institute. Atos is the official global IT partner of the Olympic and Paralympic Games.

Job Description

Atos Project Coordinator is responsible for the overall on-time delivery of best-quality support in daily work of Project Management Office. This role involves:

- **Resource management**

Timesheets reporting

Creating resource request

- **Change management**

Creating and maintaining change register database

Supporting Change Requests

- **Schedule and budget control**

Maintaining schedule

Tracking changes and implementing them

- **Risk and issue management**

Creating and maintaining Risk Register

Creating and maintaining Issue Register

- **Quality assurance**

Following up on quality documentation reviews

Supporting Quality Gates and Tailoring Documents

- **Communication management**

Arranging/Scheduling meetings

Creating Minutes of Meetings

Maintaining stakeholder database

- **Procurement**

Creating Purchase Orders

Handling travels

Job Requirements

- Master's degree
- Experience in corporate environment will be an asset
- Fluency in written and spoken English and German (at least B2 level)
- Good knowledge MS Office tools (PowerPoint, Word, Excel)
- Excellent interpersonal, communication skills and presentation skills, ability to effectively maintain relationship with stakeholders using remote tools
- Willingness to work in in a fast-paced project environment
- Quick-learning skills

We offer

- Competitive salary and benefits package
- Stable work conditions
- Opportunity to work in one of the fastest developing international IT company
- Ability to gain unique experience in working with multinational teams and stakeholders, delivering results in complex projects
- Flexible work time
- Professional trainings and career development model
- Enjoying Atos as Best Place to Work

