**Project manager PMO**

Reporting to Head of Projects

We are one big family in Rohlík. We see the world from the better side and we are constantly looking for ways to make each other happier. We know that even seemingly small goodies can be of great importance, and therefore, together with the rediscovered power of humanity and helpfulness, we return to our roots. To nature, honest craftsmanship and the countryside, where there is inspiration for all who believe that it is time for good things and especially for good food.

**Department Overview** (do NOT fill)

**Role Overview**

The Project Manager manages key internal projects. Project Manager’s responsibilities include

the planning, coordination and completion of projects on time within budget and within scope.

PM oversees all aspects of projects, plans timelines, work packages and budget, sets

deadlines, assigns responsibilities and monitors and summarizes progress of a project.

Prepares reports for the top management regarding status of a project. PM is responsible for

end to end delivery of a project.

**What we expect from you**

* Ability to lead a project team through the whole project lifecycle in a dynamic and multinational environment
* Excellent communication and interpersonal skills
* Ability to accurately describe risks and issues and report them to top management
* Being an ambassador of project management, sharing knowledge and experience and educate colleagues to improve overall project management culture within the company

**What we look for**

* At least 4 years of proven working experience in project management in various environments
* Proven track record of successfully delivered projects
* Excellent written and verbal communication skills
* Solid organizational skills including attention to detail and multitasking skills
* Basic knowledge of project portfolio management
* PMP / PRINCE 2 / IPMA certification is a plus
* Analytical skills is a plus
* Experience with training, mentoring or coaching the project management skills is a plus

**KPI’s typical for the position**

* Successfully delivered projects
* Number of parallel projects
* Time and quality of project preparation

**What we offer**

* Your work will have a direct impact on the company's results
* We will implement your good ideas almost immediately – not waiting for the approval of the headquarters somewhere in the world
* You will not be bound by corporate processes
* Your work has to be innovative and meaningful, we do not want to follow trends, but set them
* Last but not least, we mainly offer a fair reward and the possibility of professional growth and education, also a great bunch of people around and a legendary corporate events

**Our Values**

* Customer is in the centre of our universe. Everything we do, we do for them
* Better done than perfect. We build, improve & mainly deliver
* We are brave. We are not scared of making decisions
* We keep learning. Information is power. Change is life and opportunity
* Market standard is not good enough. We aim to win, be the best and ahead of the market. We keep innovating
* We are open and honest to ourselves and to our colleagues. We are able to accept feedback
* We fight in tough environments. The most important is to have fun and keep helicopter view