



Project Manager

Are you looking to develop a career within one of the world's largest Research Organizations?

This role sits within our Project management team. The team works closely with our research and operations colleagues across the business and manages online, offline and mixed-mode projects for internal clients from around the world. We work on a diverse range of projects & topics, so no two days will be the same.

The Role:

- Manage the workload of internal projects;
- Set and manage client expectations;
- Manage project scope, timings and budget;
- Consult both internal and external stakeholders for best practices;
- Communicate Global standards, workflows, guidelines to all participating parties – Local Ipsos Client Service teams, Operation Teams, third party vendors & Client Teams (local & HQ);
- Coordinate internal (virtual) teams formed for various projects;
- Act as mediator between production and internal client – keep the information flow going. Be acquainted with Client specific requirements;
- Find feasible solutions in a variety of situations for both client and production teams (ad-hoc questions, additional deliverables, etc.);
- Administrative tasks related to Project Management details (KPIs, Projects Data Base, and etc.).

What are we looking for to identify our preferred new colleague?

- Previous experience in managing projects (preferably in market research area or in a multinational organization);
- Excellent planning, organizational and analytical skills;
- Very good English language command– both written and spoken;
- Good communication and stakeholder management skills;

We are hiring!

- Budgeting and controlling experience are plus;
- Seek for “out of the box” solutions in different situations;
- Proactivity and ability to prioritize work;
- Very good computer knowledge - MS Office;
- Bachelor degree (Marketing, Sociology or Economic sciences will be considered as a plus).

SOUNDS LIKE YOU? GREAT!

And...here is what we offer to our team members:

- Opportunity to work from distance – yes, we do have a nice office space in Sofia, but it is up to you whether you’ll benefit from it;
- Flexibility in working hours – our clients count on our availability from 9:00 to 18:00, but we can manage easily an hour earlier or later slot;
- Onboarding and continuous internal and external trainings and development;
- Work in a dynamic and collaborative team of professionals;
- Expanding your business knowledge and up-skill yourself;
- “On the job” training;
- Competitive remuneration package including benefits as Sport cards, Massages in the office, Food vouchers, Medical insurance, Team events.....
- Being a part of great work environment in an international company with offices all over the world.

Embark on this extraordinary journey by **submitting your CV in English today**. Become a part of our **unique know-how and culture!**