

STADA IT Solutions has been established with a goal to provide IT services to entire STADA Group Worldwide.

PMO Specialist

Basic Job Description:

- Providing support to dedicated project manager in all project processes and phases
- Preparing and tracking all relevant project documentation, data, reports and other performance valuation and controlling tools
- Supporting and archiving relevant communication, meeting materials and providing project management office support on dedicated projects
- Performing and participating in meeting activities and other tasks on delegation by the dedicated project manager

Key Competencies:

- Excellent written and verbal communication skills, qualified candidates must be able to effectively communicate with all levels of the organization
- Strong organizational skills with the ability to multi-task
- Excellent time management skills with the ability to prioritize work
- Keen attention to detail and accuracy

Minimum Qualifications:

- To qualify you must have a University diploma, at least 1 year of experience, 2 years preferred, in PM support and fluency in English
- Experience in working with IT projects is a plus
- Must be proficient in MS Office (MS Excel, Word, PowerPoint, Outlook, etc.).

Place of work is Belgrade/Vršac, Serbia.

If you are interested in the vacancy in our parent company STADA, please send your applications to the following e-mail:

jobs@stadaitolutions.com



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