



# VENTURE LEAP

## Job description

Job Title	Project Manager
Valid from	06.09.2024
Department	Operations
Location	Berlin
Reports to	COO
Type of position	Full-time, part-time, working student
Key Responsibilities	<ul style="list-style-type: none"><li>• Coordinate internal resources and third parties/vendors for the flawless execution of projects</li><li>• Support the Head of Operations in various tasks</li><li>• Ensure that all projects are delivered on-time, within scope and within budget</li><li>• Develop a detailed project plan to track progress</li><li>• Report and escalate to management as needed</li><li>• Perform risk management to minimize project risks</li><li>• Establish and maintain relationships with third parties/vendors</li><li>• Create and maintain comprehensive project documentation</li></ul>
Requirements	<ul style="list-style-type: none"><li>• Proven working experience in project management</li><li>• Excellent client-facing and internal communication skills</li><li>• Solid organizational skills including attention to detail and multitasking skills</li><li>• Strong working knowledge of Microsoft Office</li><li>• Project Management Professional (PMP) / PRINCE II certification and knowledge of ISO certification processes is a plus</li><li>• Bachelor's Degree in appropriate field of study or equivalent work experience</li></ul>