



**BE
SURE.
ACT
SMARTER.**

WE ARE HIRING

**PROJECT
MANAGER**

GAME CHANGERS



PROJECT MANAGER

Main Responsibilities:

- 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 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.).

Our Requirements:

- Bachelor degree (Marketing, Sociology or Economic sciences will be considered as a plus);
- Experience in a multinational organization and/or market research area is a strong advantage;
- Excellent planning, organizational and analytical skills;
- Good communication and stakeholder management skills;
- Budgeting and controlling experience;
- Very good English language command– both written and spoken;
- Seek for “out of the box” solutions in different situations;
- Proactivity and ability to prioritize work;
- Very good computer and online knowledge - MS Office, Social Media.

What we offer:

- Work in a dynamic and collaborative team of professionals;
- Expanding your business knowledge and up-skill yourself;
- Participate in different internal and external trainings and development programs;
- “On the job” training;
- Get excellent remuneration package and additional benefits – Sport cards, Massages in the office, Food vouchers, Additional health insurance, Team events and others;
- Become part of excellent working environment in an international company with offices all over the world.

**APPLY NOW AND GET THE CHANCE TO BE PART OF UNIQUE KNOW-HOW AND
CULTURE!**

SEND YOUR CV TO HR.BULGARIA@IPSOS.COM

GAME CHANGERS

