



CERI International Sp. z o.o. is a rapidly expanding BPO centre (Business Process Outsourcing) with substantial experience in effective business process management. CERI International assists entrepreneurs in optimizing their operating expenses and in effectively translating better results into even better services. CERI International belongs to Commerzbank Group.

We are looking for:

Project Managers

Work place: Poland

Reference No.: PM/CERI/2014

MAIN TASKS:

1. Management and implementation of strategic and operative projects regarding business process analysis for improvements and/or sourcing and transition/migrations projects (including task clarification, potential analysis, concept design, budget and resource planning, quality assurance) - locally (Poland, home office possible) and internationally (mainly in Germany);
2. Responsibility for the entire project management from small to complex projects: ensure planning, resourcing, progress monitoring and reporting, execution is in time, scope and budget, communicate within the project and to internal and external stakeholders, implement change, and facilitate team members in different business areas;
3. Coordination of the activities of others within the project team, leadership and motivation of project members/stakeholders, moderation and leading of workshops;
4. Analysis, development and optimization of process structures; finding innovative ideas and their development;
5. Recognition of potential problems and use of existing, clearly defined methodology for solving;
6. Development of sustainable recommendations and concepts on the basis of own analysis and business cases; preparation of decision papers for the management board;
7. Manage project management deliverables and help in defining standards, improvements and best practices throughout project lifecycle.

REQUIREMENTS:

1. Higher education or degree in business, economics, banking, mathematics, science or similar;
2. Minimum **5 years of solid project management experience**, ideally with Banking/ Operations/ Consulting experience;
3. **Fluency in German (C) and English (C)**;
4. Persuasive communication of complex concepts/ issues and constructive overcoming internal and external resistance;
5. Ability to work independently as well as efficiently in team, in international teams, across cultures and time zones;
6. Self-motivated personality, comfortable with driving and managing change, questioning the status quo and developing pragmatic solutions;
7. **High analytical**, conceptual and strategic thinking and skills;
8. Methodological expertise and practical experience in project management;
9. Extensive **experience in the management of cross-functional project teams** i.e. expert in team motivation, conflicts solving, as well as the organization and facilitation of challenging analytical and conceptual workshops;
10. Strong leadership skills, above-average motivation and flexibility;
11. Proactive approach and confidence in dealing with top decision-making level;
12. **Very strong computer skills** (MS Office products) as well as experience in creating professional presentations;
13. Willingness to business trips;
14. Driving license (B).



WE OFFER:

1. An interesting job in an international company.
2. Working atmosphere distinguished by partnership.
3. An attractive performance oriented compensation package.
4. Co-financed Multisport cards, co-financed medical care package.
5. Home office work accessible.

CONTACT:

To apply, please send your application (CV and cover letter) in English, German and Polish with reference number TM/CERI/2014 to the following e-mail address: kariera@ceri.pl

We will contact only the chosen candidates. Thank you all for your application.

We kindly ask you to include in the CV the following clause: *I agree for processing my personal data and putting them into a database of CERI International Sp. z o.o. with headquarters in Łódź, Traktorowa 148/158 with regard to the current and future recruitment projects, in accordance with the provisions of the Act about the Personal Details Protection dated 29.08.1997 (Dz.U. z 2002 r. Nr 101, poz. 926 z póź. zm.). I note that I have a right of access to the content of my data and their correction.*

