

OPEN POSITION: PROJECT MANAGER

Who are you?

You are extremely organised, driven to push projects through to a successful conclusion, practical and able to think outside the box! You love being a great addition to a team, but also love to take responsibility for your own tasks. You are an entrepreneurial, self motivated and resourceful individual who takes pride in delivering top results.

You are creative with the ability to communicate ideas to all stakeholders. You thrive in an environment where freedom and responsibility are key: keen to push ideas/concepts/projects through to a workable end on time and within budget.

Key Responsibilities:

- Planning, organising and directing the completion of specific projects for the company
- Reviewing and monitoring all stages of the project
- Dealing with changes and updates to the project as and when necessary
- Remaining aware of the connection between the project and the realities of the business
- Delegating/outsourcing elements of the project as required, chasing/co-ordinating results
- Controlling standards and managing risk
- Ensuring the project delivers expected outcomes and benefits
- Reporting to Executives on project progress

Requirements:

- Minimum 3 years work experience as a Project Manager
- Hands-on experience managing all stages of the project lifecycle
- Able to control and monitor budgets
- Team spirit and excellent communication skills (verbal and written)
- Strong interpersonal skills
- Decisive and able to work under pressure
- Demonstrable problem solving skills
- Creative and analytical with a high degree of accuracy and attention to detail
- Excellent organizational and multi-tasking skills, and able to prioritise
- BSc in Computer Science, Engineering, marketing or similar field
- Knowledge of TODOIST, TRELLO, HUBSPOT or related organizational tools

Essential: Fluent English, both written and spoken

What we offer:

- Competitive salary
- Company and team events
- Learning and development opportunities
- Possibility for remote work

If you believe you are the right fit for Trader Leaks, send us an email with your CV attachment to career@traderleaks.com and place the job position in the subject line. Good Luck!