

SCOPE

- Participates in defining, implementing, and communicating the way of working on projects, within the company.
- Improves the processes, services, flows and technology (systems, software etc.) having all these documented and properly assessed and analyzed.
- Manages projects to reach commitments in terms of time, quality and cost.
- Build and pro-actively manage planning (features and dependencies, releases, countries) and implementation of relevant processes; Supports management of dependencies; Producing KPIs and Dashboards; Pinpointing, anticipating and challenging roadblocks, analyzing risks and helping solving issue.

RESPONSIBILITIES

- Supporting management to reach projects commitments & objectives (scope/time/budget) thanks to building and pro-active management of planning (features and dependencies, releases, countries) and implementation of relevant processes
- Identity the requirements and requirements analysis;
- Translate stakeholder needs (business requirements) into clear, comprehensive, and concise specifications and maintain them through all phases of SDLC
- Develop a detailed project plan to track progress and organizing management of portfolio of projects and the relationship between them. Implementing dependencies management processes and following them along the way.
- Manage a project's scope, acceptance, installation and deployment;
- Write, update, organize and manage procedures;
- Producing KPIs and updating/maintaining Dashboards, for the DF in particular but not only. Pinpointing, anticipating and challenging roadblocks, analyzing risks and helping solving issues.
- Defining, communicating and ensuring the adoption of project management methodology and tools.
- Monitor progress and make adjustments as needed
- Measure project performance to identify areas for improvement
- Create and maintain comprehensive project documentation; organize meetings, create agenda, take notes.

REQUIREMENTS

Technical competencies:

- Project management (agile, waterfall PMO, Safe framework and Lean management);
- Knowledge of Agile;
- Strong knowledge of PM tools (Jira, Confluence, etc.);
- English – advanced level;
- Bachelor's degree;
- Deep understanding of Sodexo business.

We look forward to receiving your application documents in English at nikolay.dimitrov@sodexo.com!