



If you are looking for a new way to challenge yourself

we may have the right opportunity for you!

Balkan Services is an IT consulting company helping organizations to nail the right software solution for their growing business and implement it in the fastest, most efficient, and smooth way.

In relation to new projects and increased work volume, our team is growing.



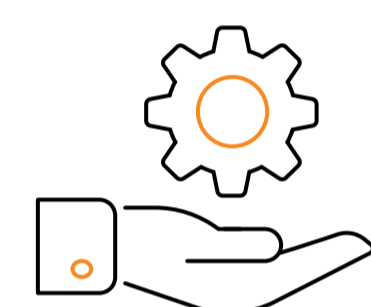
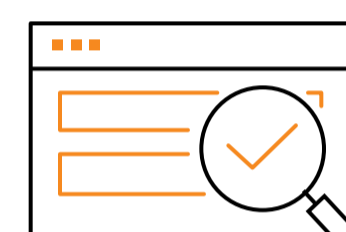
We are looking for: **Project manager/ Project coordinator**

We are seeking a highly motivated **Project Manager** to join our **Project Management Office (PMO)** team. The role requires a credible, forward-thinking individual who recognizes the PMO benefits (and challenges as well) in organizational transformation. As a Project Manager and consultant, he/she will engage different stakeholders across the business, prompting him/her to build solid working relationships with peers and senior leadership.

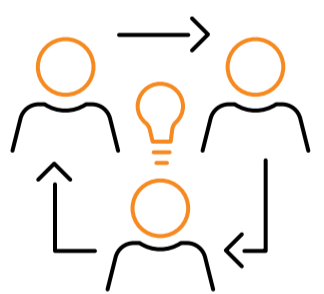
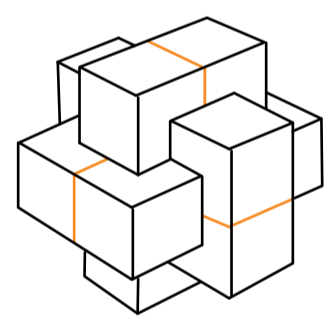
If this is you, then you will be responsible for managing **client projects**, including ERP and BI implementations and business analysis initiatives, as well as leading **internal company projects** aimed at improving business processes. Additionally, you will contribute to developing and implementing **project management methodologies**, ensuring their adoption across teams, and facilitating training and development to enhance project management skills.

Key Responsibilities:

- **Multi-project management** – Manage several client projects in parallel related to ERP (Oracle NetSuite and/or SoftOne) and/or BI (Qlik Sense) implementation, as well as business analysis initiatives.
- **Lead internal company projects** aimed at improving business processes and efficiency.
- **Develop and implement PM methodologies** across different teams and ensure their adoption.
- **Facilitate training and development** to enhance project management skills within the organization.



Qualifications & Skills:

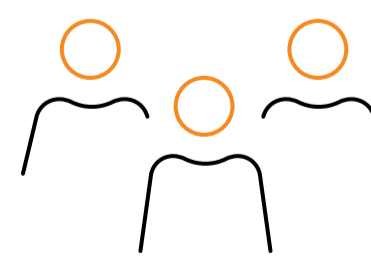
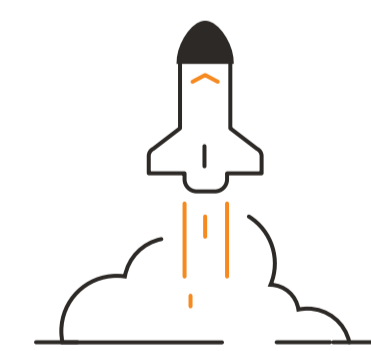


- Minimum 7 years of work experience from which min 3 years of experience in IT/ERP/BI project management.
- Understanding of Traditional and Agile project management methodologies.
- Professional training in Project Management - a recognized project management certification is desirable but not essential.
- Knowledge in IT/ERP/BI projects, services, and software delivery processes.
- Ability to work closely with different business functions and understand their priorities.
- Excellent client-facing and internal communication skills.
- Strong written and verbal English language.
- People management experience and leadership skills.
- Team spirit and love of work.

Even if you feel that you don't meet all the experience requirements, but you are eager to learn and grow in project management, we would love to meet you! We are open to discussing a potential role as a **Project Coordinator**, where you can develop your skills and progress within our team.

What we offer:

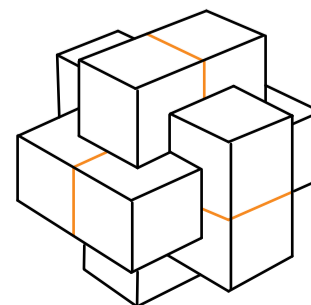
- Access to business models of successful companies and the opportunity to acquire work experience in various businesses.
- Continuous learning, training, and guidance in a great team.
- Stability and loyalty offered by the company.
- Competitive salary + social benefits.
- Great team initiatives.
- Special offers and discounts.
- Workplace in the heart of Sofia.



ARE YOU INTERESTED?

Then we look forward to receiving your application online at jobs@balkanservices.com

The first part of our recruitment process is a task that we will send to approved candidates.



The second part of the recruitment process will be an interview with the candidates who succeeded with the task.