



## **Junior Project Management Officer (PMO)**

**Copenhagen, Denmark**

**August 2018**

### **A Career Opportunity with CellPoint Mobile ([www.cellpointmobile.com](http://www.cellpointmobile.com))**

CellPoint Mobile, a leading provider of omnichannel payment and commerce solutions to global clients, is experiencing tremendous growth and seeking more experience people to our office in Copenhagen.

We are currently seeking a full-time Project Management Officer who is looking for an exciting and challenging career. The CPM Project Management Office, as cornerstone of the Delivery organization, establishes common processes and procedures throughout all Projects, leveraging common tools and methodologies to build consistency and best practice.

### **Purpose of the Role**

Provide Project management methodology. Support to Project Managers, the Project teams, line management, and the customer.

### **Main Accountabilities and Activities**

Provide support and assistance in the administration and control of the Delivery Project(s):

- Set up, prepare, facilitate and minute Project Status Meetings (i.e. customer and CPM), Steering Committees and Change Committees
- Create and maintain action, risk and issue logs and ensure consistency with customer logs
- Create and maintain a (joint) high level plan and ensure it is in sync with customer equivalents with detailed CPM stream plans
- Ensure the Change Management Process is put in place and enforced
- Monitor Project performance & measure variance against scope, time, cost and revenue using standard tools and techniques
- Compile reports and Project statuses as required by the Project
- Create and maintain a standard Project repository (as per the Delivery PMO standards) and ensure usage all through the Projects lifetime
- In case required, act as CPM representative for Projects for which no Project manager is assigned
- Advise and assist both the Project manager, customer as well as CPM streams in using the standard processes, procedures, tools and techniques.
- Ensure consistency with the CPM Project Management methodology and other divisions
- Provide a consolidated view and visibility for all the active Projects

### **Requirements**

- Advanced Business degree or equivalent
- 2-4 years in project management, preferably in the (Airline) IT industry acting as a Project Manager or PMO
- Flexibility for occasional travel
- Proficiency in English essential (written and spoken)
- PMI Certification is a plus
- Knowledge of additional languages will be an asset

## **Functional / Technical Skills**

- Business understanding of the Airline IT, Hospitality and/or Ground (Rail, Car, Ferry) industry
- Advanced skills of the Microsoft Suite, Confluence and Jira
- Project Management methodology

## **Personal Skills**

- Strong communication, interpersonal and Organizational skills
- Team player and empathy with other cultures
- Change Management and Flexibility
- Pro-activity, initiative, autonomy, adaptability and accountability
- Organized and methodical approach to problem solving

## **Working at CellPoint Mobile**

If you become a part of Cellpoint Mobile, you will be placed in a position of great opportunities. We are still growing and you can be a part of the journey. As a part of Cellpoint Mobile you will get:

- A career position with the possibility of international travel
- Great colleagues, clients, partners and projects – global IT challenges
- A diverse, fun and challenging job
- A full-time position, starting as soon as possible
- Competitive salary based on experience and qualifications

We offer you an opportunity to be part of an environment which can challenge and enhance your skill set. The right person will become part of a business that always strives to improve, while at the same time stresses the importance of a fun working environment with great colleagues, clients, partners and projects.

## **Work Location**

Denmark Only

## **Work Place**

Center Boulevard 5, 2300 Copenhagen S – 1 minute from Bella Center metro station.

## **Apply now**

If you are interested in this position, please send your CV and application in **English** to:

<https://www.requiting.com/job.aspx?id=4346>