# Junior Project Manager

**If you are interested in the position and meet the requirements listed above, please submit your CV in English at** [**recruit@clunetech.com**](mailto:recruit@clunetech.com)

Sprintax is part of CluneTech, a suite of companies providing cutting-edge solutions that simplify global business. We have been recognised as a Great Place to Work for 8 consecutive years, a “Best Workplace for Women” for the past 4 years and most recently, we were delighted to be recognised as a “Best Workplace in Tech” for the accreditation’s second year.

Our global footprint encompasses 35 offices worldwide and we do business across 100 countries on a daily basis. In Bulgaria alone, we have 850 + employees across our offices in Varna, Veliko Tarnovo and Shumen and we’re continuing to grow!

We are looking for a **Junior Project Manager** to join our Project Management and Business Analysis Team. The main tasks will include assisting PMs in the planning, analysis, design and coordination of projects, taking on administrative duties on project execution, and independently managing some project elements.

**Location: Varna**

**Responsibilities:**

* Communication with project’s stakeholders and developers regarding project needs and goals
* Performing detailed requirements analysis, documenting processes and requirements, as well as communicating the results and plans to the cross-functional team members and management.
* Contributing to the planning and development of projects.
* Monitoring project progress, following up with stakeholders on the completion of project phases, scheduling meetings, and maintaining project documents and reports.
* Researching information as required, gathering critical information from meetings with various stakeholders and producing useful reports.
* Perform Quality Assurance – plan, execute and report product inspection and testing for quality and conformance to specifications and deliverables.
* Keeping track of and reporting on project progress.
* Completing any tasks assigned by the senior Project Manager and/or Head of Project Management and Business Analysis in an efficient and timely manner.

**Requirements**

* A bachelor’s degree in business or related field or an MBA.
* Excellent English language – written and spoken.
* Advanced technical skills.
* Excellent documentation skills.
* Excellent planning, organizational, and time management skills.
* Exceptional analytical and conceptual thinking and communication skills.
* Advanced skills in best practices for testing, version control, and defect management
* Brainstorming abilities by focusing on a topic or issue and then coming up with best possible solutions
* Ability to be proactive and independent, and to be interdependent on the team.
* Ability to get along well with the senior project managers.

**Benefits**

* Flexible Working Policy with a combination of remote and office working
* Multisport Cards
* 22 Annual Leave Days for all employees plus additional days with length of service
* Lifework days: ½ day each quarter to get your life work done
* Summer flex hours where you can work your 40 hours across 4.5 days
* Additional Health Insurance including dental and vision care
* Team Buildings & Parties
* Life Insurance
* Refer a Friend Bonus
* Discounts across various stores, theatres, restaurants
* Employee-led CSR Programme, CluneTech Cares, with one paid Volunteer Day per year
* CluneTech Life – corporate wellness program
* Monthly Food Vouchers
* Mobile Plan with Free Calls & Internet
* Company Paid Trainings & Learning Accounts
* #OneTeam Awards and Annual Employee of the Year Awards
* Milestone Recognition Program
* Free Sports: Football, Tennis, Volleyball
* Employee Assistance Program
* Meeting Free Days – a specific no meeting day where we encourage no meetings so you (and your team) can focus on getting things done!
* Compassionate Leave: up to 4 weeks paid leave for the loss of a loved one
* Compassionate Leave for pets: up to 2 days
* 5 days company-paid Miscarriage / Pregnancy Loss Leave (applicable for partner also)