

About us

PM-PARTNERS is a consulting firm, founded in 1995, which specializes in providing Portfolio, Programme and Project Management Services, with extensive international experience and a record of managing over 1Bn € of client projects. Our primary objective is to deliver successful projects from the concept up to completion through effective execution and exceptional performance in complex and high-demanding projects. Our activities span across Energy, Industry, Infrastructures and Financial Services sectors.

As a company, our commitment is to cultivate authentic and meaningful connections with our team members, placing utmost importance on our core values of honesty, transparency, and fairness. We operate with a robust work ethic that underscores our dedication to excellence.

Overview of the role

The **Junior Project Manager (Ref. PM-VA-JPM-002)** will join our team with an independent contractor agreement in an exciting period of change and growth for our business. As a **Junior Project Manager**, you will be part of our newly established Project Management Office (PMO) and you will be called to support the project coordination, in the provision of Project and Programme Management Consulting Services in our growing portfolio of infrastructure projects.

Key Responsibilities

- Provide support to the Project Manager team in coordinating Project/Program activities and facilitating communication between teams.
- Perform a range of daily project coordinating tasks to ensure the project's smooth operation. Such tasks include scheduling appointments, procuring supplies, supporting the set-up of Project meetings, and handling meeting minutes.
- Ensure compliance with the Project's processes and meet quality standards.
- Work closely with Project Managers to assist in their duties and processes throughout the Project/Program life cycle. Support the Project Managers in tracking tasks to ensure individual deadlines are met.
- Gather information from Project Teams to support the production of project reports.
- Contribute to producing presentations for stakeholders.
- Organize, support, and control the documentation function throughout the Programme. Maintain the Documentation Management Plan and communicate rules and procedures to stakeholders and the Project team.
- Contribute to the development, monitoring, and updating of time schedules to ensure alignment with project objectives and deadlines.
- Support contract management in revising control baselines with agreed changes, follow up on actions, and ensure compliance with project reporting requirements.
- Ensure accurate uploading, logging, filing, and distribution of Programme/Project related documentation. Monitor and control project document transmission per Company and/or Contract-specified procedures and standards.
- Register and file all relevant project documentation per Company and Project procedures. Retrieve files as requested by the Project team and stakeholders.
- Distribute project-related copies to internal teams, ensuring strict confidentiality in the performance of the documentation management throughout the Programme/Project.

Qualifications and Experience

- Master's or Bachelor's, preferably in any Engineering Discipline and Member of the Technical Chamber of Greece (TEE).
- 0-5 years of experience in project/construction planning, scheduling and control preferably of large-scale Construction Projects.
- Understanding of engineering, procurement, contracts, construction, and startup work processes.
- MS Office Suite (proficient user of MS Excel & MS PowerPoint).
- Experience with AutoCAD and other relevant design tools
- Native Greek speaker. Fluency in English (both written and spoken) is essential.
- Strong communication and interpersonal skills.
Self-disciplined, good time management skills and capacity to self-motivate.
- Motivated with a team-oriented personality.
- Analytical thinking.
- Fulfilled military obligations for male applicants.
- Familiarity with MS-Project or Primavera p6 is highly and it will be considered an asset.
- Experience with multi-cultural project teams is desired and it will be considered an asset.
- CAPM or PMP certification is considered an asset.

Benefits To You

- Competitive remuneration & benefits package.
- Ability to acquire specialized knowledge and experience by participating in the largest infrastructure projects currently underway in Greece.
- Continuous training and career development opportunities.
- Pleasant and dynamic work environment.

If you can see yourself in this position, please send your CV to recruitment@pm-partners.gr and a member of our team will contact you soon. Feel free to ask any questions at any time.