

Project Manager

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Company: Gentis Recruitment

Location: Belgium

Category: computer-and-mathematical

Our partner, a dynamic and growing Belgian SME located in Brabant Walloon, specializing in variable data management and smart printing solutions, is looking for their new **Project Manager** .

YOUR MISSION :

Develop internal/external projects

Monitor the development of the project, from start to finish: ensure that the project is achievable within the timing and within the budget (+ reporting) and guarantee compliance with quality procedures

Establish and ensure communication between all project stakeholders, internal or external

Make the link between IT Dev and requests from internal/external customers or Sales

Ensure the production of documentation for internal procedures and inter-departmental liaisons

Ensure that the relay between the Sales and the devs is done without loss of information

Communicate blocking points to your manager

Analyze and conceptualize the requests of the collaborator / client

Coordinate timing, budget and resources and delegate tasks to different departments of the company

Participate in tenders

Convene, manage and document follow-up meetings

Write the necessary documentation

Troubleshoot any potential issues

YOUR PROFILE:

1 to 3 years' experience in Project Management

Dutch speaking (+FR or ENGL)

Client facing, organizational skills, written and verbal communication skills...

Expertise in **Microsoft Office**

Experience in project management tools (**Jira, Confluence...**)

WHAT THEY OFFER :

Attractive salary package including company car

Internal career opportunities

Work/life balance: homeworking - holidays - flexible hours

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