

# SCALE 3C

## Junior Project Manager

### What we are looking for:

Scale3C Team Jr. Project Manager oversees initiatives for Scale3C external projects. They will take lead for various entry projects that will range from product/feature testing, roadmap planning, tester recruitment, product distribution, analytical reporting, and managing the vision and architecture of the clients' projects. Jr. Project Manager works directly with Project manager and receives both leadership and guidance from the senior colleagues.

### Day to day:

- Work with product teams to create a prioritized backlog of issues to be fixed.
- Assist Project Manager in creating test surveys.
- Create schedules and timelines for projects together with Project Manager.
- Creatively remove blockers to allow product teams to meet new product and feature deadlines.
- Communicate across the entire Scale3C organization to execute well-coordinated product testing.
- Communicate test results, helping shape the products with key insights we get back from product tests.
- Identify quality gaps in the product we build.
- Verbal and written communication with test participants during testing.

### Your are someone who has:

- A team player skills, recognizing the interdependence across teams, putting the team first, and eager to learn from others.
- Attention to details.
- Optimism, showing contagious enthusiasm and seeing the good in situations and people.
- Clear, concise verbal and written communication that is appropriate to the situation and audience.
- Results-Oriented focus on outcomes and accomplishments and thinking in terms of progress towards the big goal.
- Personal responsibility for needed tasks and actions, be dependable, and take action with little supervisory follow-up.

### Minimum qualification:

- Advanced English skills (a lot of work with the USA clients).
- Last year bachelor or master's student
- Experience with the following tools - Google Drive suite, Keynote/PowerPoint, Numbers/Excel, Pages/Word.

### Company Benefits:

- Salary: Salary about 1000 EUR/month (after taxes).
- Health insurance: Health insurance after probation period.
- Remote work or work from the office: You can work remotely from home or from the office in city center.
- Flexible work schedule
- Team buildings

We are waiting your CV and motivation letter  
Send it to [monika@scale3c.com](mailto:monika@scale3c.com)

