

We're looking for a

Project Manager Assistant



You will be:

- Tracking ongoing projects
- Collecting required data in order to prepare for the project start
- Preparing reports (project time sheets, monthly project reports, monthly support statistics, other project KPIs)
- Preparing and maintaining project management templates
- Supporting other Project Managers by performing some project management tasks
- Supporting PMO Lead in working with subcontractors and preparing required documents
- Planning and assigning resources for upcoming projects
- Administrating and monitoring 1ClickFactory support system, distributing issues to responsible teams, ensuring that issues are solved or escalated according to procedures

We hope you have:

- University degree (or similar)
- Very good speaking and written English skills
- Attention to details
- Orientation to quality
- Ability to plan, organize, communicate & execute
- High level of responsibility

What we offer:

- Informal and social working environment in a fast-growing IT organization
- Flexible working hours
- Professional development opportunities
- Annual team events

About 1ClickFactory

1ClickFactory is a Dynamics 365 software factory. Our high-quality Microsoft Dynamics 365 upgrade, development and training services, together with our leading Microsoft Azure managed hosting service, help Microsoft Partners offer better business value to their customers delivering solutions on-premises and/or in the cloud.

We exclusively serve Microsoft Partners whom we help reduce financial risk, increase scalability, shorten project time, solve resource shortage and increase cost predictability, leading to higher profits and greater revenues.

Unlike the traditional ERP upgrade service providers who offer this type of service through 1:1 sourcing of people, 1ClickFactory takes responsibility for the projects, uses automation tools and has performed 500+ Dynamics NAV and Dynamics AX upgrades, 300+ development projects and serves 5,000+ NAV users on Azure.

1ClickFactory is a Microsoft ISV Development Center that is Gold Certified in Enterprise Resource Planning, Application Development and Cloud Platform. We are a global business currently delivering our services to 300+ partners in 40+ countries.