

MORAVIA

Flexible thinking. Reliable delivery.

Moravia is a leading provider of translation, localization, and testing services. Our globalization solutions enable companies to enter global markets with high quality localized products and services that meet the language and functionality requirements of customers in any location.

Many leading IT companies depend on Moravia for accurate, on-time and economical localization. With global headquarters in Brno, Czech Republic, Moravia has local offices in Europe, the United States, Japan, China and Latin America.

Associate Project Manager - internship

The position is ideal and suitable for someone who would like to get insight into project management, is fond of coordinating tasks, and likes to interact with others.

As an Associate Project Manager you will coordinate all tactical activities of client engagements to ensure that project goals are accomplished within the prescribed timeframe, scope and project parameters under the oversight of Project Manager.

Furthermore you will:

- Prepare presentations and reports for the client
- Prepare and implement project plans (human resources, work tools, finance and timelines), manage project documentation
- Monitor clients' satisfaction and take improvement actions
- Business analyses (client/vendor pricelists), project profitability reporting to senior PM team.
- Overall project financial management
- Senior PM assistant (administrative work)
- Data entry

Qualifications/Skills include

- Very good knowledge of spoken and written English
- Organized, detail oriented
- Must have knowledge of Microsoft Word, Excel, PowerPoint and Outlook
- Experience in an international student exchange program (e.g. Erasmus) is +
- Experience in a supporting role in project management is a big +
- Convey a positive and professional attitude towards others

Why Moravia IT

- Opportunity to be a part of a real project team and to lead small projects by yourself.
- Opportunities for career growth – our cooperation may continue even after finishing the internship.
- Opportunity to work in a multi-cultural environment right in the Brno centre.
- Paid internship.

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Additional information

- Start - as soon as possible (mid-September latest)
- Interim Project assignment - the business alternative (one semester, 4 days per week)

Are you interested?

Please send us your CV along with a short message why you choose our internship to pockova@moravia.com.

We will be collecting your resumes and run the interviews from 16th August 2016.