

Junior Project Manager

About us:

Bulgarian Online Research (BOR) is an online market research company specialized in digital data collection. Our company conducts business activities with a high ethical and social standard. BOR has grown rapidly during the last years, and today is one of the largest Bulgarian companies in the field. Our growth is based on providing high-quality, client-focused, innovative services with expediency and dedication. We believe our most valuable asset is our talented young people. We offer to all of them, our employees, enticing opportunities for professional and personal growth within a collaborative, supportive and friendly team.

Job Summary:

The Junior Project Manager will have responsibility over a number of projects ensuring each project is set up efficiently; liaising with the client over issues affecting setup and fieldwork; ensuring established processes are followed, and required documentation is kept up to date.

This role would suit a motivated professional who enjoys building relationships and working as a part of a team, but also accept responsibility for their work as an individual.

Responsibilities:

- Manage every aspect of online project management;
- Communicating with client to ensure fieldwork requirements are met;
- Providing advice on project and questionnaire requirements;
- Survey set up, testing, monitoring and validation;
- Handling internal communication.

Qualifications:

- Excellent communication skills;
- Fluent in English (both oral & written);
- Client management experience, providing a driven solution support;
- Familiarity with technological resources including Excel and web based survey tools;
- Proactive approach and strong organisational skills;
- Attention to detail and the ability to multi- task are essential.

BOR will offer:

- Full/ Part-time contract and industry competitive compensation package;
- Professional development in an international environment;
- Individual career path – Internal training programs; mentoring and coaching; workshops based on your career needs;
- Regular performance assessment;
- Healthy work environment – company sponsored medical program;
- Sport activities;
- Team activities and celebrations;

If you think you are the right candidate for the position - Junior Project Manager, please send your CV to jobs@borsolutions.com .

We wish to thank all applicants for their interest in applying for this position. We will contact only candidates selected for an interview.