

The opportunity

We are one of the leading providers of Data & Analytics services in Greece, assisting organisations to get value from technology investments and bring together the skills to deliver improvements in people, processes, and technology.

Due to the continued growth of the Data and Analytics team, we are currently seeking for an experienced Associate to join our Project Management Office. The responsibilities of the role include but are not limited to developing detailed project plans and delivering every project on time within budget and scope.

The role entails:

- Be a member of the PMO team within Data & Analytics transformation projects with top-down oversight throughout entire execution (from the formulation of its Business Case to its final rollout to delivery) to ensure success as defined by adherence to standards of scope and timelines
- Support and contribute alongside with experienced Project Managers to plan and schedule project timelines and milestones, as well as identify and manage project dependencies and critical path tasks
- Maintain and monitor proposed modifications on project plans, initiate and participate meetings with stakeholders to inform and implement agreed amendments
- Prepare technical memos and be proactive in maintaining/updating all PMO activities (e.g. actions, risks and issues, decisions among others) according to project schedule and perform research on various activities for effective implementation of projects
- Act as the primary point of receiving, documenting, briefing the technical team and monitoring the progress of delivery regarding technical matters that are initiated by the client (i.e. new features, change requests, incident reports)
- Support business development efforts by planning and submitting large scale RfPs
- Understand the content of the relevant client agreements (License, Maintenance, Services) and be aware of the key contractual elements (payment terms, milestones, agreed expenses, deliverables etc.)

The successful candidate should have:

- Bachelor's / Master's degree in Information Technology/Computer Science, Business Administration, Finance or other related field
- 3 years of experience within Project Management, preferably on Analytics or Technology projects
- Excellent skills on planning, strong oral and written communication skills in Greek and English
- Understanding of Cloud, Digital and Data & Analytics terms and definitions
- Understanding of the software development lifecycle and methodologies (waterfall, agile, etc.) with an emphasis on requirements elicitation, modeling, documentation and communication
- Experienced user of MS Office applications: Excel, MS Project, Word and PowerPoint
- Team spirit, knowledge sharing and ability to work autonomously within a team with a positive attitude
- A positive and enthusiastic attitude for working in different industries and markets
- Self-motivation for continuous learning and development
- Creative and analytical thinking to solve complex problems
- Commitment to provide excellent quality work and building client relationships

What's in it for you:

PwC is all about people, encouraging high performance and quality. At PwC, you will have:

- Personalized training and development plan with the opportunity to build a strong professional qualification background
- Learning from and collaborating with a wide range of top professionals
- The chance to handle different projects for big clients
- Access to a global network of firms and global mobility opportunities
- Life and medical plan, rewards and recognition schemes, flexible working program, etc.

Who we are

PwC in Greece is the largest professional services firm in the country, with premises in Athens, Thessaloniki, Patras, Ioannina and Rhodes with more than 1800 employees. More than 250,000 people in 156 countries across our network share their thinking, experience and solutions to develop fresh perspectives and practical advice. This enables us to provide top-quality industry-focused assurance, tax and advisory services to our clients.

All applicants will be acknowledged and treated in the strictest confidence.

Link:

https://www.pwc.com/gr/en/careers/experienced-job-search/description.html?wdjobreqid=398157WD&wdcountry=GRC&jobtitle=Experienced%20Associate,%20Project%20Management%20Office,%20Data%20&%20Analytics&wdjobsite=Global_Experienced_Careers