



Junior Project Manager (Permanent) Location: Naas, Co Kildare

Company Profile:

OpenSky a European challenger brand to the large global software consultancies, delivering innovation across Government, Transport, Environment and Health sectors in the Ireland and the UK.

Due to business growth, OpenSky has a new role for a Junior Project Manager on a permanent basis in our Naas office. You'll form part of a high performance team, working together to deliver projects of national and international importance changing the way large Business and Governments work.

Why Join our Team:

OpenSky is a dynamic, exciting place to work. We hire exceptional people, and every one of them is empowered to think independently, take initiative and be innovative in their job. We are committed to ensuring that our performance and reward strategies are designed to effectively support our employees at every opportunity and offers an excellent work-life balance.

At OpenSky our employees enjoy the creative, agile and meaningful work they do, the resources and technology they have access to and the benefits we offer. The projects we work on make a real difference, and that's what makes us distinct in our industry. This very factor means that our employees get to work with the latest and emerging technologies.

We've built a truly unique culture here at OpenSky, where our employees are always learning, challenged with interesting projects and rewarded with fantastic benefits. We attract talented individuals from a wide range of cultural, geographic and educational backgrounds whom bring with them a rich variety of skills and experiences.

Our plan is simple; we hire the best people whom possess the skills, talent, expertise, experience and motivation that we require and when we find them, we help them grow, develop and achieve their goals.

The values we share help us to thrive and succeed, both as individuals and as a team. If you share those values, you'll fit right in!

The Job:

For the initial role the Junior Project Manager (approx. 7 months) will co-ordinate and produce the proposal (RFI, ITT, RFP etc.) response whilst assembling a proposal team with the relevant service / product / business knowledge required to win. This role will initially report to the Commercial Director.

Responsibilities include, but not limited to, the introduction and implementation of all necessary proposal procedures and processes. This is a highly networked role that requires an ability to work under pressure and to challenging deadlines. Thereafter successful Junior Project Manager will be assigned to the Digital Services project delivery team, coordinating and delivering digital solutions to OpenSky clients.

This role would suit someone who is bright and enthusiastic with the desire to work in a fast-moving IT Consultancy environment.

Description of position:

- Planning, managing & delivering each RFP project to deadline
- Delivery of compliant, professionally produced proposals/documents within customer defined timeframes
- Coordinate and review/edit proposal input from a variety of stakeholders, typically involving contributions from sales, marketing, technical teams, finance, commercial, legal and delivery
- Communicate and influence at a senior level
- Ability to coach sales teams and subject matter experts in persuasive writing and documentation best practice
- Document template management in line with company branding

Core Requirements:

- 1+ years of experience in a similar project management role in an IT environment
- Degree educated, Technology discipline an advantage, and certified to APMP Foundation / Practitioner Level and/or Prince 2
- Project Management Tools proficiency
- Advanced MS Word skills & proficient in MS Office
- Proven ability in planning, producing and delivering compliant proposals or similar within a complex business environment
- Experienced in scheduling and running kick-off meetings, leading storyboarding sessions, facilitating key review meetings / final document review, coordinating governance / sign-off, document production and delivery of the completed deliverable
- Experience of coordinating and updating a CRM System
- Strong written English language skills
- Excellent attention to detail
- Experience in managing multiple projects concurrently

Desirable Skills:

- Exposure to Project Management of Web based systems development
- Experience working with Technical Teams, with exposure to the following technologies; Microsoft Dynamics CRM, .Net, MS SQL

Personal Skills:

- Excellent communication skills in both written and verbal English
- Ability to interface with clients in a professional and efficient manner
- Excellent business process awareness
- Strong time management / prioritisation and planning skills
- Ability to Travel occasionally

The above statements are not an exhaustive list

We Offer:

You will form part of a high-performance team, working together to deliver projects of national and international importance changing the way large Business and Governments work.

- Competitive Salary – market adjusted
- Bonus
- Continuous Professional Development
- Education Assistance Programme
- Company Pension
- Incremental Increases in Annual Leave
- Employee of the Quarter Awards
- Employee Assistance Programme (EAP)
- Annual Health Screening
- Employee Referral Scheme
- Ethical Employer
- Friendly, fast paced atmosphere
- International working environment in a growing company
- Work with innovative technologies & solutions
- Microsoft Dynamics & Personal development programmes

Please note we do not require the assistance of third parties.

OpenSky Data Systems Ltd. is an equal opportunities employer