

WE ARE

HIRING!

PROJECT MANAGER (M/F/D)

COMPANY DESCRIPTION

FELLOWPRO AG is a pioneering company based in Munich, specialising in process optimisation through innovative automated document processing solutions. Our flagship technology, DocBits, revolutionises how businesses handle and streamline their document workflows, enhancing efficiency and accuracy across operations.

As a trusted partner for industry-leading platforms like Infor and SugarCRM, we empower organisations to integrate seamlessly with robust enterprise solutions. Our expertise extends to delivering tailored automation strategies that meet the unique needs of our clients, fostering growth and operational excellence.

At FELLOWPRO AG, we are dedicated to fostering a dynamic and collaborative environment where innovation thrives. Our team comprises skilled professionals who are passionate about leveraging cutting-edge technology to solve complex business challenges. Join us and be a part of a forward-thinking company where your contributions make a tangible impact.

ROLE DESCRIPTION

FELLOWPRO AG is seeking a dynamic and experienced Project Manager to join our innovative team in Munich. As a Project Manager, you will play a crucial role in expediting projects, managing logistics, and overseeing inspections to ensure successful project completion. This role is integral to maintaining the high standards of efficiency and excellence that FELLOWPRO AG is known for.

INDUSTRY

Software Development

EMPLOYMENT TYPE

Full-time

KEY RESPONSIBILITIES

- ✓ **Project Planning and Execution:** Develop comprehensive project plans, including timelines, milestones, and resource allocation. Monitor project progress and make adjustments as needed to ensure timely completion.
- ✓ **Logistics Management:** Coordinate logistics to ensure that all project materials and resources are available when needed. Manage vendor relationships and oversee procurement processes.
- ✓ **Stakeholder Communication:** Serve as the primary point of contact for all project stakeholders, including clients, team members, and vendors. Facilitate clear and effective communication to ensure alignment and project success.
- ✓ **Risk Management:** Identify potential risks and develop mitigation strategies to minimise impact on project timelines and deliverables. Proactively address any issues that arise.
- ✓ **Documentation and Reporting:** Maintain detailed project documentation, including progress reports, meeting minutes, and project summaries. Provide regular updates to senior management and other stakeholders.
- ✓ **Team Leadership:** Lead and motivate project teams, fostering a collaborative and productive work environment. Provide guidance and support to team members to ensure project goals are met.
- ✓ **Process Improvement:** Continuously evaluate and improve project management processes to enhance efficiency and effectiveness. Implement best practices and innovative solutions to optimize project outcomes.

QUALIFICATIONS

- ➔ Bachelor's degree in Business Administration, Project Management, Engineering, or a related field.
- ➔ Proven experience as a Project Manager, preferably in a technology or process optimisation environment.
- ➔ Strong understanding of project management principles and methodologies.
- ➔ Excellent organisational and multitasking skills, with the ability to manage multiple projects simultaneously.
- ➔ Exceptional communication and interpersonal skills, with the ability to interact effectively with diverse stakeholders.
- ➔ Strong problem-solving skills and the ability to think strategically.
- ➔ Fluency in both German and English is required.

SEND US YOUR CV

 info@fellowpro.com



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