

Job announcement	
Company	InfoSoft Systems Doo Skopje
Department	Projects
Title	Project Manager
<p>Introduction:</p> <p>An excellent opportunity for a Project Manager to join a successful and challenging market leader Company in the region. We are specialized in system integration, providing technological consultation, implementation and support services to small, medium and large size organizations. By utilizing the newest, state-of-the-art technologies available through our global partners, our vision encompasses four elements which are regarded important keys to our success. To maintain and strengthen our leader position in the market by: Meeting all customer demands with dedication in providing quality service, Attaining vast expertise in new and state-of-the-art technologies, Motivating the success and professional development of our employees, Operating based on our core values and the highest standards of business ethics.</p> <p>We are currently looking for experienced Project Manager who will be responsible for managing complex projects that involve multiple departments, teams, or vendors. By conceptualizing and preparing project proposals, collecting and integrating the project material, writing draft-projects, obtaining approvals from project stakeholders, as well as organizes and leading the project group.</p>	
<p>What You'll Do</p> <ul style="list-style-type: none"> • Determines proposal concept by identifying and clarifying opportunities and needs; studying requests for proposal (RFPs); attending strategy meetings. • Meets proposal deadline by establishing priorities and target dates for information gathering, writing, review and approval; entering and monitoring tracking data; contributing proposal status information to review meetings. • Gathers proposal information by identifying sources of information; coordinating submissions and collections; identifying and communicating risks associated with proposals. • Develops proposal by assembling technical inputs, implementation methodology, timetable, resources, budget, standards of performance etc. • Writes, revises, and edits drafts including executive summaries, conclusions and organization credentials. • Maintains quality results by using templates; following proposal-writing standards including readability, consistency, and tone; maintaining proposal support databases. • Obtains approvals by reviewing proposal with key providers and project managers. • Improves proposal-writing results by evaluating and re-designing processes, approach, and coordination; implementing changes. • Completes new tasks given by the company in order to achieve the mission and purpose of the company. 	

Job requirements:

- BS formal education in IT engineering and related areas Computer Engineering, Electronics, Informatics, Economical Informatics.
- Our ideal candidate should possess a minimum of 3-5 years in system integration experience, engaged in preparation of Proposals, RFPs and/or leading of projects in the IT field as Project Manager or assistant Project Manager.
- Owns official technical certifications (preferably from Microsoft, Cisco, Oracle, IBM, HP etc.)
- Certifications in the field of Project Management - Advantage
- Good knowledge of ITIL Standard and ITIL Processes Advantages:
- Excellent presentation skills
- Skills to write technical documentation
- Skills in using tools such as: MS Project, MS Video, MS Excel
- Deadline-Oriented
- Skills in coordinating different working groups at once, in presence or through online communication
- A strong desire to learn
- Excellent verbal and written communication skill in English Language.

What You Can Expect From Us

- In addition to a competitive base salary based on experience, this position provides incentive compensation that rewards the individual based upon assigned objectives. Statutory benefits also provided in accordance with local laws and practice.
- Great opportunity to join a Balkan wide recognized & market leading company - InfoSoft Systems Group is amongst the top systems integrators with more than 30 years of experience;
- Liberal and enriching environment for experiencing state-of-the-art technologies, by working closely with the industry leading vendors;
- Career development and professional challenges, continuous training opportunities as well as attendance in conferences.
- Private health insurance benefits.
- Hybrid work on site and off-site on request

Qualified candidates should submit the letter of interest and their CV, to the following email address: hr@infosoftsystems.mk, with „Subject“ indication: Project Manager

Only qualified candidates will be called on interview.

The CV-s must be in English. The closing date for applications is 05.07.2022.

The personal information that you will submit through your application, will be protected and used only for recruiting purposes, according to the legislation for the protection of personal information, the Law on Personal Data Protection ("Official Gazette of the Republic of Macedonia" No. 7/05, 103/08, 124/08, 124/10, 135/2011, 43/2014 and 153/15).