

General Information

Job Title	Junior Project Manager	Function	Business Support / Digital & Business Transformation
Brand	deSter	Country	Belgium
Unit / Location	Hoogstraten	Created	18/06/2021
Created By	LG	Approved By	FC

Job Summary:

The Junior Project Manager takes over responsibility for (sub-) projects. He/she will support the Global Digitalization & Business Transformation Team in planning, organizing and executing projects as well as in presenting them. The Junior Project Manager will have the opportunity to work in an international team.

Main Duties and Responsibilities:

- Organize and execute projects in collaboration with the Global Digitalization & Business Transformation Team
- Taking responsibility for (sub-)projects
- Perform budget and resource planning and effective project controlling in compliance with the specifications
- Plan, coordinate and monitor the (sub-)project schedule and individual milestones. If necessary, develop and coordinate corrective actions
- Ensure smooth communication with relevant stakeholders on progress and initiate action in case of and initiate actions in case of conflicts
- Prepare and evaluate decision alternatives and propose any necessary corrective actions
- Ensure the timely and proper execution of the assignment as well as the processes in the assigned area of responsibility in compliance with relevant specifications and regulations
- Identifying optimization potentials and, if necessary, initiating measures for implementation.
- Preparing and delivering presentations

Qualifications**Education:**

- Studies in business administration, economics, business informatics, logistics or finance

Work Experience:

- Professional experience or relevant internships in a corresponding area of responsibility is an advantage

Personal Skills:

- Team player with distinct assertiveness at the same time
- Confident and confident appearance as well as good expressiveness
- High degree of independence and initiative

Technical Skills: (Certification, Licenses and Registration)

- Literacy in Microsoft and Office 365 applications (Excel, PowerPoint, Word)
- Knowledge of SAP/ Microsoft Dynamics or other ERP systems

Language / Communication Skills:

- Business fluent in English (both orally and in writing)
- Knowledge of Dutch or German is a plus
- Very good communication skills, a confident manner and assertiveness

Job Dimensions

Geographic Responsibility: Global scope

Type of Employment: Full-time

Travel %: up to 50 % (dependent of project)

Internal Relationships: colleagues of different departments

External Relationships: consultants or suppliers

Organization Structure

Direct Line Manager (Title): Director Global Digitalization & Business Transformation

Number of Direct Reports: N/A

Estimated Total Size of Team: 5

gategroup Competencies Required to be Successful in the Job:

- **Thinking** – Information Search and analysis & problem resolution skills
- **Engaging** – Understanding others, Team Leadership and Developing People
- **Inspiring** – Influencing and building relationships, Motivating and Inspiring, Communicating effectively
- **Achieving** – Delivering business results under pressure, Championing Performance Improvement and Customer Focus

Demonstrated Values to be Successful in the Position

Employees at gategroup are expected to live our Values of Excellence, Integrity, Passion and Accountability. To demonstrate these Values, we expect to observe the following from everyone:

- We treat each other with respect and we act with **integrity**
- We communicate and keep each other informed
- We put our heads together to problem solve and deliver **excellence** as a team
- We have **passion** for our work and we pay attention to the little details
- We foster an environment of **accountability**, take responsibility for our actions and learn from our mistakes
- We do what we say we will do, when we say we are going to do it
- We care about our coworkers, always taking an opportunity to make someone's day better

The above statements are intended to describe the general nature and level of the job being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. gategroup reserves the right to modify, add, or remove duties and to

assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Candidates may be required to go through pre-employment drug screen, criminal check and/or airport fingerprinting.

gategroup – an equal opportunity employer. We are committed to workforce diversity and actively encourage all qualified persons to seek employment with us, including, but not limited to, racial and ethnic minorities, women, veterans and persons with disabilities.
