



Quipu is an IT consultancy and software development company which provides comprehensive end-to-end solutions for banks and financial institutions, from electronic payments to software systems. We are a 100% subsidiary of ProCredit Holding, the parent company of a group of banks that specialize in providing financial services for SMEs.

Headquartered in Frankfurt, Germany, Quipu currently operates from 8 regional offices around the world - in El Salvador, Colombia, Ghana, Macedonia, Kosovo, Ukraine, Russia and Romania - enabling us to promptly address the needs of a global customer base.

For our office in **Frankfurt, Germany**, we are looking for a motivated and enthusiastic:

Junior Project Manager

Job-ID: 18018

to join our international team at the earliest possible date.

Main tasks and responsibilities:

- Coordination with diverse disciplines and geographically distributed teams for projects implementation and follow-up
- Preparing process documentation, reports (KPI's) & procedures
- SharePoint projects support and development
- Knowledge of techniques, IT strategies and tools for process mapping
- Identify process improvement areas
- Design and implementation of new process or extension of existing ones
- Configuration support for the Project Management platform (Gemini)
- Apply processes and framework on tools (Gemini, MSP and SharePoint)
- Support Service Desk-MSP configuration and coordinating upgrade of the system
- Analyzing performance data and charts against defined parameters
- Knowledge of SQL scripts for data analysis and reports
- Develop project plans
- Process and tools training for internal users and clients (group banks).

Requirements:

- Bachelor degree (or higher) in science or IT
- Minimum 2 years of professional experience in IT, project and process management
- Strong understanding of international Best Practices for IT Service Industry (ITIL foundation)
- Strong understanding of project management tools and processes
- Knowledge of REST API, SQL DB Scripts
- Familiar with Microsoft office 365, Flow or Nintex
- Familiar with Microsoft Dynamics AX
- SharePoint 2013 or Online working experience

Our offer:

- A substantial degree of flexibility, allowing for an autonomous approach to performing duties
- Challenging and varied work
- Flat management structure
- Long-term prospects with plenty of opportunities for development and growth
- Excellent team-oriented and international working environment

If you think you fit the profile, we look forward to receiving your application in English, including CV, motivation letter, and salary expectation, at the following e-mail address: recruitment@quipu.de

The deadline for receiving applications is **30 June 2018**. Please include the Job-ID in your application.