

IBM Global Services Delivery Center Czech Republic, s.r.o.
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Company ID: 26244535

Contact Person:

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Job role: Project Office Coordinator

Target department: 01H84

Project content:

- Coordinate Health-checking process and its implementation in the reference tools
- Coordinate Service Activation and Deactivation process
- Provide timely and accurate internal reporting
- Provide backup to other team members
- Ensure effective communication with all involved parties within IBM and to customer
- Participate in process improvement with the agreed IBM/business areas

Required skills:

- English language, Italian language is a plus
- MS Office
- coordination skills
- good communication
- ability meet deadlines
- fast learner
- career aspiration in area of IT Project Management or IT Service Management

Availability requirements:

- min. 6 hours availability inside central shift per working day
- min. 4 days availability per week
- ability to communicate own availability to management min. 1 week in advance

Phase #1:

- start date: 01/09/2009
- contract duration: 3 months

Phase #2:

- prerequisites for phase 2 to start: assessed amount of workload for BdM project requires effort
- start date: tbc (preliminary set to 21/09/2009)