

The IBM Delivery Center Central Europe – Brno is one of the biggest and most diverse IBM centers of its kind worldwide. Its core activities focus on providing strategic outsourcing services – remote server and application support, networking services and end customer support.

## Project manager assistant

### Character of the project business

### Description of the project

The student will work on a given project and support the project manager. Specific project is to be described later.

### Work activities

- ✓ define project scope
- ✓ develop project plans
- ✓ ensure that all necessary approvals have been obtained during the project life cycle
- ✓ liaise with the project customer representative regarding project objectives, deliverables and timescales including regular status reporting
- ✓ identify, quantify and manage project risks and issues
- ✓ coordinate project changes

Internship program  
Sep 2011 – Feb 2012

Your CV and motivation letter in English is to be sent to Ivona Balazova  
balazova\_ivona@cz.ibm.com  
by 31 Aug, 2011

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### Skills required

- project management (junior)
- proactive approach
- skills: communication, organization, teamwork, time management
- advanced knowledge of MS office
- good level of English

### What we offer

- hands-on experience and know-how in a large multinational company
- individual support from your mentor
- communication in English
- training in soft skills
- great opportunity for networking, possible further cooperation with IBM