

Project Office role within the Project Management department

Get some real work experience in IBM

Description of the project

The IGA Europe Project Office (PO) consisting of 5 members provide administrative support for all projects, project managers, program managers and the management systems surrounding them. The IGA Europe Projects Team currently comprises of the senior leadership team, approx 15 programme managers, approx 70 project managers and it delivers more than 200 projects annually.

The student working in the Project Office sub-team will have the opportunity to understand the goals, structure and management systems of IBM's biggest internal client. The student will get familiar with the most important tools and databases used in IBM with focus on project management tools and methodologies.

Activities

- * Providing methodologies and templates for managing projects within the organization as it is tailored in each portfolio.
- * Administration of projects documents, Team Room management, circulation list management, document archiving etc.
- * The student will also support Project Managers with project documentation and guide them through the specific project management tools.
- * Administrating various management meetings: managing invitations and diary schedules, managing the meetings' agenda, filing documentation and other associated tasks.
- * Ad Hoc administrative activities including checking Project Management Reviews, document updates, assisting with the IGA Newsletter, handling issues, maintaining WINs, setting up new project documentation.
- * Creating tables, charts, presentations using IBM tools.
- * Operation of the IGA Europe Project Office task ID, by checking the ID regularly and handling any incoming matters or dispatching the e-mails to the responsible people in the team.
- * Facilitating various reporting activities, helping with data gathering for reports from Project Managers.

Skills required

- advanced English (written & spoken)
- good organizational skills
- good communication skills
- basic Excel
- ability to work in a multicultural environment
- professional attitude
- interest in Project Management career

We offer

- non-paid position, however, in return you will get:
- 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

Your CV and motivation letter in English is to be sent to the Internship Coordinator Ivona Balazova balazova_ivona@cz.ibm.com by Monday **27 Feb, 2012**. Should you have any questions, feel free to write to us.