



Project Manager (IT Development)

Job Description



MDN LABS



Summary

MDN Labs is seeking an experienced Project Manager with a strong background in IT development to oversee and manage our diverse range of projects.

The ideal candidate will possess exceptional project management skills, coupled with a deep understanding of software development processes and methodologies, alongside the ability and knowledge of coding.

If you are passionate about combining your technical expertise with project management to drive projects to success, we want to hear from you.

Job Type: Full time

Location: On-site / Hybrid

Salary: Negotiable

About MDN Labs

MDN Labs is a boutique software house, providing innovative IT solutions to clients worldwide. We are renowned for our proficiency in developing, implementing, and managing IT infrastructures and solutions.

We are based downtown in Patras, Greece.



Responsibilities

- **Project Planning and Execution:** Develop detailed project plans, including timelines, milestones, and resource allocation. Ensure projects are executed according to plan and within budget.
- **Team Leadership:** Lead and motivate project teams, ensuring clear communication, setting expectations, and fostering a collaborative environment.
- **Stakeholder Communication:** Act as the primary point of contact for all project stakeholders. Provide regular updates on project status, risks, and issues.
- **Risk Management:** Identify potential project risks and develop mitigation strategies. Monitor and manage project risks throughout the project lifecycle.
- **Quality Assurance:** Ensure project deliverables meet quality standards and business requirements.
- **Process Improvement:** Continuously evaluate and improve project management processes and methodologies to enhance efficiency and effectiveness.
- **Documentation:** Maintain comprehensive project documentation, including project plans, status reports, and post-project reviews.

Requirements

- **Education:** Bachelor's degree in Computer Science, Information Technology, or a related field.
- **Experience:** Proven experience as a Project Manager, particularly in IT development projects.
- **Technical Skills:** Strong understanding of software development methodologies, including Agile, Scrum & Java / type script. Familiarity with languages such as Delphi and Python is a plus.
- **Tools:** Proficiency with project management tools (e.g., JIRA, Trello, Microsoft Project) and collaboration tools (e.g., Slack, Microsoft Teams).
- **Communication:** Excellent verbal and written communication skills. Ability to communicate effectively with technical and non-technical stakeholders.
- **Leadership:** Strong leadership and team management skills. Ability to inspire and motivate teams to achieve project goals.
- **Problem-Solving:** Strong analytical and problem-solving skills. Ability to navigate complex projects and provide innovative solutions.

Preferred Qualifications

- **Background:** Experience in insurance / banking / credit management will be regarded as a plus.
- **Organizational Skills:** Ability to manage multiple projects simultaneously and prioritize tasks.
- **Adaptability:** Ability to adapt to changing project requirements and manage shifting priorities.





Contact Information

If you are ready to join our team drop us your CV & feel free to contact us for any queries you may have:

Email: info@mdnlabs.com

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We look forward to potentially having you on our team.