

Userneeds is looking for a Junior Project Manager

Are you highly self-motivated and thrives in working independently and with responsibility? Would you like to work with different types of data?

About Userneeds

Userneeds currently consists of more than 50 colleagues with various educational backgrounds and nationalities. At Userneeds, ideas and actions are not far apart and that combined with our unique social community and flat structure make the company a special place to work. Our main office is in the heart of Copenhagen, but we also have smaller offices in Stockholm, Finland and Bergen where the same core values are present. In the fall of 2017, the company was bought by a new set of owners who wished to accelerate the development of the company through further investments and professionalization of processes.

We are looking for a project manager who likes to immerse themselves in data, and who can work independently. You must thrive in a busy environment where you are going to have many balls in the air, but where there is also room to ask your colleagues for advice and the tone of the conversation is pleasant and informal.

It is an advantage if you have experience working with quantitative data, but it is not a requirement.

About you

- Highly self-motivated and thrives in working independently.
- Is service-minded, outgoing and motivated by work with colleagues and customers
- Is fluent in oral and written Danish & English
- Fluency in another Nordic language (Swedish, Finnish or Norwegian) is a plus but not mandatory.
- You are detail-oriented, but at the same time understands the importance of the overview
- Thrive with responsibility
- Is professionally proficient in Excel & Powerpoint
- Basic JavaScript, CSS and/or Python is a plus, but not mandatory.
- Professionally ambitious, conscientious, and dares to ask the critical questions.

Your main tasks will be:

- Daily communication with Danish customers, and sometimes international customers.
- Coordination of your own project portfolio
- Contact and coordination with the sales team.
- Participation in the work with continuous improvements of core processes

Responsibilities:

- Coordinating staff and internal resources
- Managing project progress and adapt work as required
- Ensuring projects meet deadlines
- Managing relationships with clients and stakeholders
- Overseeing all incoming and outgoing project documentation
- Participating in tender process i.e. design, submission and review
- Optimizing and improving processes and the overall approach where necessary
- Securing growth opportunities and initiating new projects

Requirements:

- Written and verbal communication skills
- Capacity to manage high stress situations
- Ability to multi-task and manage various project elements simultaneously
- Big-picture thinking and vision
- Attention to detail
- Working knowledge of Salesforce CRM is a plus but not mandatory
- Strong working knowledge of Microsoft Office.
- Solid technical background, with understanding or hands-on experience in software development and web technologies is a plus, but not mandatory.

We offer:

- Ongoing support and training for an exciting career at Userneeds
- An integral part of our growth journey
- Competitive salary and lucrative commission structure
- A strong social culture with lots of social gatherings and communal lunches.
- An easy to access office in downtown Copenhagen.

Application and
resume

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