

Internship Junior Project Manager PositionUnpaid InternshipFull Time Position 39,5h per weekDublin, Ireland

Ohma Digital is a Creative Agency established in 2018 to help SME and local business to optimise their digital presence. With a high focus and a result driven attitude, Ohma focus on a creative and bespoke approach that serves best their customers.

As a Junior Project Manager, you are responsible for the successful initiation, planning, design, execution, monitoring, controlling and closure of a project or a project portfolio.

You will work directly with clients to ensure deliverables fall within the applicable scope and budget.

You have excellent written and verbal communication skills. You are quality and customer centric with solid organizational skills. You have the ability to work on multiple projects and a strong attention of detail.

You work closely with the Sales Team in order to deliver qualitative proposals and close sales.

Responsibilities:

- Coordinate internal resources and third parties for the execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Build project planning, ensure resource availability and allocation
- Track project performance and completion of short and long-term goals
- Develop comprehensive project plans and reports to be shared with clients as well as other staff members
- Create and maintain Project Documentation
- Work closely with the client and the Account Manager during the project

Report to: You report directly to the Project Department Manager.

The Junior Project Manager is evaluated after the first month and then every 6 months during a review with the Sales Director. The review will provide feedback and guidance to achieve the position goals.

The Junior Project Manager is evaluated on the following criteria:

- Projects Performances
- Quality & Respect of Projects plantings and budgets