

MUEVO

(Senior) Project Manager

MUEVO is a multicultural organization specializing in the design, engineering, production and installation of custom museum display cases, state-of-the-art exhibition systems, and innovative fit-out for museums, cultural institutions and exhibition spaces around the world.

A museum showcase is the host of a piece of history and strict requirements for conservation and security are to be followed. Our constructions consist mainly of glass, welded assemblies of intricate sheet metal work, concealed purpose-built mechanisms, cladding of various materials, etc. The particular requirements of each projects demand the development of customized solutions with high levels of conservation, aesthetics, ergonomics, functionality, security and safety.

Our team is currently looking for a: **(Senior) Project Manager**

Job Description

The new member will join our company's Project Management Department in our company's offices in Chalandri. The department is guided by the Project Management Director and Tender Manager, and works closely with the company's Industrial Design and Production teams.

Project Managers are involved in active projects and project tenders. During tendering, each project is thoroughly analyzed, which entails creating an analytical budgeting and time-plan, defining the strategy, methodology and solutions, and compiling the Tender documents for submission. For active projects, the project manager ensures the correct flow of information, collaboration between teams, manages the suppliers and supply chain, tracking and following the budget, time-plan and quality.

Responsibilities

- Tendering
- Communication with clients
- Project management
- Supplier management
- Regular inspection of Production and Installation sites
- Adherence to budget/time-plan/quality

Qualifications (required)

- Degree in Civil/Mechanical Engineering
- Excellent knowledge of English (written and oral)
- Experience with management tools
- Experience in the custom construction sector
- Ability to provide solutions
- Military service obligations fulfilled

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Qualifications (desired)

- Post-graduate degree in museography, exhibition design
- MBA
- Proficient knowledge of French or Italian
- Knowledge of AutoCAD, Photoshop, Acrobat

Professional & Personal Skills

- Self-organisation, discipline and adaptability
- Effective time management
- Team spirit & collaborative attitude
- Strong communication skills
- Methodical work, result-oriented
- Attention to details

Benefits

- Competitive Remuneration
- Private Health Insurance
- Development Prospects
- Friendly and flexible work environment