

Junior Project Coordinator

Atradius

The Atradius Group provides trade credit insurance, surety and collections services worldwide, and has a presence through 160 offices in 52 countries. The products offered by Atradius protect companies around the world against the default risks associated with selling goods and services on credit.

At Atradius, we believe in personal development and the Growth Mindset. Our Culture is based on teamwork, reliable accountability, constantly improving and unrivalled service. Read on more on our Career site: <https://careers.atradius.com/en/careers>.

About Iberinform

Iberinform is the information subsidiary of Atradius Crédito y Caución. With a network of offices in Spain and Portugal, we invest more than 12 million euros in the purchase and processing of data from companies and businesses. With this data we develop cloud solutions and APIs applying our own predictive models so that companies can make better business decisions and analyse the risk of non-payment of their customers.

We help companies identify business opportunities and potential non-payment risks. Our advanced analytics solutions and predictive algorithms facilitate business decision-making, with actionable insights for marketing, finance and sales.

Product lines

We transform business data into information and knowledge using tools to identify business opportunities and avoid potential business risks. Read on more on our website: [Iberinform | Informes Comerciales y Datos de Empresas](#)

Job Description

As a project Coordinator you are responsible for planning, executing and completing assigned projects, ensuring that they meet the established deadlines and stay within budget. This includes coordinating the tasks of the teams involved (internal and external), as well as managing communication with project stakeholder. Provide organizational support to the head of the Unit.

In this position for the development of Iberinform applications, your key responsibilities will be:

- Plan and define the scope of the IT projects
- Develop and manage project schedules
- Coordinate and supervise the activities of the project team
- Identify and manage the project risk and issues.
- Ensure projects are delivered on time, within scope and on budget
- Communicate the project process to all stakeholders
- Manage changes in the project scope, schedule and budget.
- Conduct post-project evaluations and document lessons learned.

What qualification should you have? The ideal candidate will have the following profile:

Required qualifications:

- Degree in Computer Science, Systems Engineering or similar plus equivalent experience.
- 2 -4 years of proven experience in IT project management.
- Knowledge in project management methodologies (Agile, Scrum, PMP, ITIL).
- Experience with project management tools (JIRA, Service Now, Trello, MS Project).
- Knowledge of software development and new technologies.
- High Spanish and English level, C1 level.

Other qualifications:

- Leadership skills and ability to work in a team.
- Communication and organizational skills.
- Ability to manage multiple projects simultaneously.

What do we offer?

- A dynamic, international and challenging work environment
- Training and support to reach your full potential including the opportunity for continuous professional development

- Attractive terms and conditions, including competitive salary, pension package and a range of flexible benefits and rewards
- Challenging tasks with individual development and training opportunities

Equal opportunities for all

The success of our organisation stands with the quality of our people and the ideas they have. Insights and innovative solutions for our customers are the result of an interplay of cultures, knowledge and experience. That is why diversity is extremely important to Atradius. To ensure that all colleagues within Atradius can develop their qualities, we promote an inclusive culture in which everyone feels involved and valued. We encourage and welcome everyone to apply to our positions.

I am Atradius! - Do you want to know who we are?

Get to know Atradius colleagues in this video:

<https://www.youtube.com/watch?v=NnsgT04OpTU&t=4s>

Atradius is a global provider of credit insurance, bond and surety, collections and information services, with a strategic presence in over 50 countries. The products offered by Atradius protect companies around the world against the default risks associated with selling goods and services on credit. Atradius is a member of Grupo Catalana Occidente (GCO.MC), one of the largest insurers in Spain and one of the largest credit insurers in the world.

You can find further information on our website: <https://group.atradius.com>