



Associate Project Manager

Location: Poland, Krakow

About Cisco Systems in Krakow

Cisco continuously evaluates potential sites for support operations around the world in an effort to understand the available capabilities and resources offered in particular countries. As part of these activities, Cisco established a center in Krakow, to support customers across its Europe, Middle East, Africa and Russia region. Cisco Support Center will complement existing locations in providing services to internal and external stakeholders across multiple functional groups including Cisco Services, Finance, Operations and others.

In this role you'll be part of an actively growing **Advanced Services** team based in Krakow. While your career will be developing some travel may be required. You'd be provided with training in your first month, followed by hands-on training on projects assisted by a senior Project Manager.

Cisco as an Employer

Cisco is a stable and financially secure company with a substantial and sustainable record of profitable growth derived from leading edge products and services. It has a globally recognized brand and image and is a Fortune 'most admired' company. Cisco has an unrivalled record of commitment to diversity and inclusion, corporate citizenship and ethical practice and is rated by its employees for inclusion in Fortune Magazine's 'Top 100 Companies in the World' for which to work. Cisco is known for helping people develop long-term international careers and has market leading products and solutions that touch our everyday lives.

Associate PM Requirements

- University graduate
- Business or technical degrees preferred
- Understanding of Project Methodology Basics
- Fluency in English
- Must be able to legally live and work in Poland or any of the CIS countries including Ukraine , without visa support or sponsorship

Skills required

- Strong organizational, leadership, and management skills
- Proven interest in technology
- Understand technical issues, apply technical concepts and leverage technical expertise of others
- Produce quality work under pressure with immediate deadlines
- Ability to adjust to a rapidly changing environment
- Ability to succeed in a highly unstructured environment
- Exemplary written, verbal communication skills, with the ability to present to large groups with confidence
- An additional foreign language is a plus (major EU languages, Russian or Arabic)



Responsibilities

Project Integration Management:

Processes and activities needed to identify, define, combine, unify and coordinate the various processes and project management activities. Planning, Execution, Controlling, Closing.

Project Scope Management:

Processes required to ensure that the project include all the work required, and only the work required, to complete the project successfully.

Project Time Management: Processes required to manage timely completion of the project. Supports Defining Activities, Sequencing Activities, Estimating Activity Resources, Estimating Activity Durations, Developing a Schedule, and Controlling a Schedule.

Project Cost Management:

Processes involved in estimating, budgeting and controlling costs so that the project can be completed with the approved budget. Supports Estimating Costs, Determining Budget and Controlling Costs.

Project Quality Management:

Processes and activities that determine quality policies, objectives and responsibilities so that the project will satisfy the needs for which it was undertaken.

Project Human Resource Management:

Processes that organize, manage and lead the project team. Supports developing Human Resource Plan, Acquiring Project Team, Developing Project Team and Managing Project Team.

Project Communications Management:

Processes required to ensure timely and appropriate generation, collection, distribution, storage, retrieval and ultimate disposition of project information.

Project Risk Management:

Process of conducting risk management planning, identification, analysis, response planning and monitoring and controlling to increase the probability and impact of positive events and decrease the probability and impact of negative events.

On top of those typical Project Management activities the Project Manager is responsible to establish good relations with internal and external stakeholders making sure the Customer and Partner are satisfied with the results of the project. The Project Manager will also make sure the project is correctly reflected in the Cisco internal tools.

How to Apply

To apply please complete the online application for [Europe \(Poland\) - Associate Project Manager - Services](#) at

www.cisco.com/web/go/universityjobs

You can also find us on Facebook: <http://www.facebook.com/groups/ciscocee/>

Program Start Date: September 2nd 2013