

Junior Project Coordinator with German

RR Donnelley is an international organization listed in the Fortune 500 listing of America’s largest corporations employing more than 65,000 employers all over the world. For one of RR Donnelley’s most innovative products – **Venue Virtual Data Room** we are looking for a (Junior) Project Coordinator, who will join the Team in Krakow. Venue® virtual data room is the data room for managing highly confidential documentation for high profile and time sensitive deals regarding some of Europe’s largest deals including mergers and acquisitions, due diligence, document repository etc.

**Key Responsibilities**:

The (Junior) Project Coordinator will support the European VDR Project Management team providing external clients with front line system and telephone support in delivering and supporting RR Donnelley’s VDR service across Europe, satisfying user needs and resolving technical issues related to our VDR service. This role will be accountable for service delivery and customer responsiveness within established industry guidelines, and will interface seamlessly with Project Managers and Operations departments to respond quickly to customer requests.

**Requirements**

* Min 2 years of successful experience in customer service or technical support
* Fluent German – both written and verbal
* Fluent English – both written and verbal
* Excellent verbal and written communications skills, service orientation and ability to establish trusted relationship with customers
* Excellent computer skills, comfort level with web applications
* Project management experience will be an asset
* Proactive approach to sales & support required
* The ability to work remotely as part of a pan-European team; work experience in an international environment will be an asset
* Good attention to detail
* Excellent time management skills and ability to work under pressure
* Flexibility to work some weekends

**Employment benefits:**

* Working on **~~i~~**nteresting international projects in multicultural teams
* Good benefits package
* Competitive salary
* Friendly and supportive work environment

**Hours of work**

Monday to Friday 2 pm to 10 pm

**Please send your complete application in English through the webpage:** <http://rekrutacja.rrd.pl/pl/mlodszy-koordynator-projektu-venue,j,209>