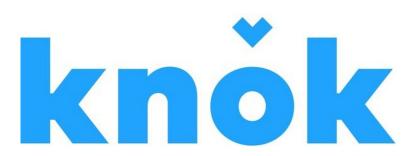
Project Associate @ Knok

contact@effitalents.com Phone :

Web:

Job Summary



Vacancy:

Deadline : Jun 15, 2024 Published : May 16, 2024

Employment Status: Full Time

Experience : Any Salary : To be defined

Gender: Any

Career Level: Mid Level

Qualification:

Responsibilities:

- **Support the Project Manager** in successfully delivering projects on time, within budget, and according to quality standards;
- Assist in project planning, defining project scope, objectives, and deliverables;
- Maintaining all internal project documentation, including meeting minutes, status reports, and project deliverables;
- Facilitate communication among team members and stakeholders, ensuring everyone is informed about project progress, changes, and issues;
- Track the progress of project tasks and activities, identifying any delays or issues that need to be addressed:
- **Assist** in resolving project-related issues, help identify potential risks to the project and support in developing risk mitigation strategies;
- Collaborate with cross-functional teams to ensure alignment and integration of project activities.
- Monitor project progress and performance, tracking key metrics and indicators;
- Identify lessons learned and areas for improvement in future projects;

Requirements:

- Bachelor's Degree in Biomedical Engineering / Industrial Engineering and Management / Management / related fields
- Strong communication and interpersonal skills, with the ability to effectively engage with stakeholders at all levels.
- Excellent organisational and time management abilities, with a keen attention to detail.
- Proven problem-solving skills, with the ability to analyse complex issues and implement effective solutions.
- Ability to work collaboratively in a team environment, as well as independently with minimal supervision.
- Ability to collect, clean, and interpret data using fundamental statistical methods and basic tools such as spreadsheets or simple data visualization software.
- Basic understanding of project management principles, methodologies, and tools.
- Ability to work effectively in a fast-paced and dynamic environment
- Experience working in a project management role or related field.
- Familiarity with Agile, Scrum, or other project management methodologies.

About the company:

Knok is the answer for a world where everyone has timely access to quality care. Through a Digital Front Door strategy, we connect patients, providers and healthcare professionals in one place. ISO 27001 certified Recognised as #3 in Deloitte's Technology. Fast 50 2023 Portugal list Proud supplier of the G-cloud 13 Framework. Top 10 Telemedicine Solution Providers in 2021 by Healthcare Tech Outlook.

At Knok, we dare to lead and humanize the digital transformation of healthcare. We envision a world where everyone has timely access to quality healthcare through digital technology, creating a more equal society. We genuinely believe in it and you can recognize it in every person who embraces this mission. We are rapidly growing, delivering augmented telemedicine on 4 continents, and we have barely begun!

Your Recruiter:

Flávia, Senior Talent Acquisition @ Effitalents is your recruiter. Feel free to contact her for more information!

Education & Experience

Must Have		
Educational Requirements		
Compensation & Other Benefits		