

Project Associate @ Knok

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Phone :

Web :



Job Summary

Vacancy :

Deadline : Jun 15, 2024

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Employment Status : Full Time

Experience : Any

Salary : To be defined

Gender : Any

Career Level : Mid Level

Qualification :

Job Description

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
