



## IT Project Manager

Sulitest is a growing organization, supporting universities and business schools worldwide to advance sustainability education. Our flagship tool, TASK™ (The Assessment of Sustainability Knowledge) is the first internationally recognized certificate on sustainability knowledge (the equivalent of the TOEIC for sustainability). As of today, 100 higher education institutions use TASK™ and over 70,000 students have completed the assessment.

Are you a dynamic, tech-savvy professional eager to join a collaborative team and make a significant impact? We are seeking an IT Project Manager to help drive our IT initiatives forward. In this role, you will be responsible for a wide range of tasks, from project management to technical support, in a budget-conscious environment where innovation and autonomy are valued.

### Responsibilities

As our IT Project Manager, your diverse role will encompass the following responsibilities:

- Provide **support** to our customers
- Manage responses to **client inquiries**
- Identify, investigate, classify, and help **resolve bugs**
- Take an active part in **manual testing**
- Improve our set of **automated tests**
- Manage the **product feature lifecycle**: oversee projects from initial need identification to release, including requirement definition, documentation writing, ticket creation for our development team, follow-ups, testing, and client notifications.
- Take an active part in the **sprint** and implement general **improvement** ideas
- Manage **documentation and oversee ticket** management and follow-ups
- Provide **technical internal support** for various IT-related issues, including OneDrive, email, and potential laptop problems

## Who we are looking for

- **Autonomy:** The ability to work independently is crucial, especially in a remote work environment.
- **Tech Savviness:** While prior knowledge is not required, you should feel comfortable tackling various IT subjects.
- **Product Knowledge:** Ideally, you possess training, a diploma, or previous experience in project management, and you understand the core principles of product management.
- **Agility Knowledge:** Familiarity with agile methodologies, their rationale, and how to apply them is essential.
- **Rigor:** Attention to detail and a meticulous approach are vital for project and documentation excellence.

## Qualifications:

- **Bachelor's degree** in a relevant field (IT, Project Management, Business, etc.) preferred
- **Prior experience** in IT project management is advantageous
- Familiarity with **agile methodologies** (Scrum, Kanban, etc.)
- Exceptional **communication and organizational** skills
- Proven ability to work both **independently** and as part of a **team**
- **Strong problem-solving skills**

## Benefits

- **Competitive salary** within budget constraints: 38-40k€
- Opportunity to work on **diverse IT projects**
- **Remote work flexibility**
- **Collaborative and dynamic** team environment
- Professional growth and development **opportunities**

## Why join us?

Sulitest Impact is an equal opportunity employer. We value diversity and are dedicated to creating an inclusive environment for all employees.

We are a small, dedicated, international and fun team who share a bold vision and truly value trust and cooperation.

If you are ready to take on the challenge of becoming our IT Project Manager and contribute to our growing IT initiatives, we encourage you to apply.

## To apply

Email [team@sulitest.org](mailto:team@sulitest.org) with the subject line "IT Project Manager – Full name". Please submit your resume and a cover letter outlining your relevant experience and explaining why you are an excellent fit for our team.

Applications failing to meet the required conditions will not be considered.

We are reviewing applications on a rolling basis, so we encourage you to apply as soon as possible.

## Timeline

- Send your CV and cover letter
- If your CV is selected, you will be asked to fill out a pre-qualification form and return it within two weeks
- 1<sup>st</sup> interview with the HR to check the English level and to learn more about your background and motivations and to find out more about the position
- 2<sup>nd</sup> interview with the IT Lead (including a technical test)
- Final interview with one of the two co-founders of Sulitest

If your profile does not match 100% of the above criteria but you want to get involved in this project and you are highly motivated, then don't wait any longer and apply!