

**Smartness** of a small company, **reliability** of a big one. Delivering high quality IT services in all phases of the customer lifecycle – from risk management and invoicing to debtor management, the sale of receivables and debt collection. Changing the world with fintech solutions built in Estonia.

## IT DEVELOPMENT AND INNOVATION CENTER IN TALLINN IS LOOKING FOR

### IT CENTRE MANAGEMENT ASSOCIATE INTERN

Internship will last for 2-3 months with a possibility of continuing as a full-time associate.

#### Key tasks:

- Managing individual projects
- Initiating, planning, implementing, monitoring and controlling the management of different projects (including process documentation), maintaining an organising system for tracking the status of ongoing projects
- Preparing and editing correspondence, reports, presentations (prescreening of e-mails, answering of DC head phone calls, researching of information, preparation of client meetings etc.)
- Analyzing business related data (profitability, revenue, margins, bill rates) and utilizing the cooperation with internal stakeholders
- Preparing the pricing models
- Assuring the completion and legal compliance of different documentation
- Managing client and stakeholders expectations; supporting DC lead in fostering relations between the client and the company
- Managing DC lead calendar (meetings, prioritization of tasks, travel arrangements), projects and related documentation

#### Requirements:

- Excellent written and verbal language skills in English
- MS Office full proficiency
- Stress resistance
- Pro-activeness and initiative
- Positive mindset
- Energy and drive
- Flexibility

#### We offer:

- Modern working environment (designed by professionals) in the center of Tallinn, free parking
- Challenging work in an international company IT and Development Center

## Recruitment

Start of work  
ASAP

Location  
Pärnu mnt 102c

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