

NOA IS AN EVOLUTION AGENCY THAT HELPS ORGANIZATIONS ADAPT TO THE LANDSCAPES OF THE FUTURE AND BECOME CULTURALLY RELEVANT. OUR SMALL TEAM OF MULTIDISCIPLINARY PROFESSIONALS WORKS ON PROJECTS THAT BRING POSITIVE CHANGE TO CONSUMERS AND SOCIETIES. NOA'S CLIENTS INCLUDE COMPANIES, START UPS, AND NONPROFITS. WE ARE LOOKING FOR A PROJECT MANAGER - THE FLOW - WITH AN EYE ON THE FUTURE AND A STRATEGIC BENT OF MIND. THE SUCCESSFUL CANDIDATE WILL JOIN NOA'S TEAM IN DEVELOPING CREATIVE SOLUTIONS UNDER NOA'S UNIQUE VISION AND MODEL FOR CHANGE.

NOA · FLOW · PROJECT MANAGER

THIS IS A FULL-TIME POSITION BASED IN BERLIN.

For more information visit us at www.noa.solutions

FLOW IS THE MASTER OF PROCESSES, THE TIMELINE LOVER AND THE CHARMING CONNECTOR OF OUR DIVERSE TALENT. THE FLOW IS THE PROCESS MANAGER AND A BRIDGE BETWEEN MANAGEMENT, TEAM AND CLIENTS. FLOW KEEPS EVERYONE ON THE SAME PAGE AND EASES THE FLOW OF INFORMATION. THE FLOW WILL BE THE MAIN CONTACT POINT WITH THE CLIENTS OR PARTNERS. AT NOA, WE ARE A MULTIDISCIPLINARY, MULTI-NATIONAL, DIVERSE-BY-DESIGN GROUP OF PEOPLE, BUT IT'S THE FLOW'S TALENT THAT MAKES US AN UNBEATABLE TEAM.

RESPONSIBILITIES

- Organize and coordinate a team of 8 people
- Become the Master of NOA's multi-phase process, connecting it and driving it to suit and deliver for different clients' needs and resources
- Create and manage multiple project timelines
- Leading participation in business meetings with NOA, clients and partners
- Active participation in strategic presentations
- Development of commercial proposals within NOA's deliverables
- Expansion and maintenance of customer relationships
- Create and deliver project summary reports to clients / partners / CEO
- International travel may be required

SKILLS NEEDED

- Strategic thinker with good understanding of trends and how they may affect the future
- Excellent communication and presentation skills
- Excellent team management skills
- Master of timelines and deadlines. Process focused. Excel friendly.
- Efficient, achiever, charming

BACKGROUND AND EXPERIENCE

- Master's in Media and Communication, Business or a relevant field
- 6 – 9 years of experience in client facing position / project management (project and timeline master or account management)
- Fluent in English and German
- International and cross-sector experience is a plus

WE OFFER THE OPPORTUNITY TO WORK IN A SMALL, DYNAMIC TEAM AND ON SOME TRULY UNCONVENTIONAL PROJECTS. TO APPLY, PLEASE SEND THE FOLLOWING MATERIALS IN ENGLISH TO: jd@noa.email

- CV with complete employment history
- Cover letter that explains how your experience relates to the position's key responsibilities

Review of applications will continue until the search process is concluded.