

We are looking for a

# Project Manager

## Do you have what it takes?

You, as the ideal candidate, will be responsible for planning, coordinating, and implementing projects within the decided-upon budget, timeline, and scope.

As a Project Manager, you will take the ownership of the entire project (web, app, CRM, e-commerce, strategy... or other new media) and ensure their quality, their profitability and the satisfaction of our customers.

If you are a driven, talented and experienced digital Project Manager, you will love working at Clevermint and become a key actor of the growing Project Management crew.

You will also effectively monitor and present project updates to relevant stakeholders, clients, development team or project team members.

You are the one who coordinates the team as well as the project itself from the reporting to budget management.

## Responsibilities

You will be the interface between Clevermint and the customer during the whole project lifecycle

Manage clients: manage customer, understand needs, manage expectations, get customer validation

Set project timeline

Monitor project deliverables: QA validation

Update relevant stakeholders or team members on the project progress

Coach and support project team members (designers, developers - in-house a/o freelancers, etc.) with tasks you assign them

Follow-up development



## Qualifications

Bachelor's Degree or equivalent experience

Good experience with Project Management methodologies (Agile, SCRUM, ...)

Good tech knowledge (Html, Java, PHP, Python, React...)  
Minimum 3 years of experience

Excellent customer and team management skills

Strong verbal, written and organizational skills

Excellent customer and team management skills

Ability to be efficient and productive under pressure

Excellent command of English and French or Dutch

Experience with Business and/or Functional Analysis

But, above all, you are keen and motivated to work in a small team agency dedicated to its customer's satisfaction.

You'll like working @Clevermint if...

You like to lead a project from A to Z

You like to find solutions for your clients

You like to work with tech team

You attach great importance to the quality of the work delivered

You are comfortable with the idea of working in a small team

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