

# (Associate) Project Manager (m/f/div)



Berlin



Start date: Now



Competitive salary



Pioneering Start-up

## Company Description

Finoa is the leading digital asset platform for institutional investors and corporations, backed by renowned investors like Coparion, Venture Stars, Signature Ventures and Balderton Capital. Founded by Henrik Gebbing and Christopher May in 2018 and based on a shared aspiration to make institutional interaction with digital assets as simple and secure as possible, Finoa has grown into a truly international company, powered by a diverse team, and serving hundreds of clients globally. If you want to join one of Europe's most exciting FinTech start-ups, be part of this once in a lifetime opportunity, and grow together with our company, then this is your chance to apply.

## Job Description

As an Associate Project Manager, you are a strong communicator and an influencer who understands the requirements in strategic and organizational project management. You have meticulous attention to detail and know how to prioritize projects while maintaining a collaborative approach.

## Role Description

- Collate and compile project status updates from project leads and highlight impediments to the steering group.
- Leverage economies of scope by driving specific projects in different areas end-to-end (e.g. support HR in implementing new core system).
- Attend and contribute, where appropriate, at project steering group and working group meetings.
- Embrace a culture of continuous improvement in project management to incrementally improve Finoa's ability to effectively and efficiently execute projects.
- Develop and improve PMO material/toolbox (e.g. one pager on how to do projects, questionnaire to help assess compliance relevancy).
- Support in refining the organizational gap backlog and project portfolio overview.
- Facilitate projects in establishing agile ceremonies, establish clear roles and foster an execution-focused project culture.

## Requirements

- Bachelor's degree in Business Administration or related field/ experience.
- Proven track of self-starting and leading projects in different areas within the organization from start to completion.
- Professional work experience, preferably in a fast-growing (fintech) startup environment, big tech company, banking or consulting firm.
- Experience in managing an agile project team within a project management role and/or PMO experience is strongly preferred.
- Exceptional written and verbal communication skills in English – Additional German language skills are highly preferred).
- Ability to comfortably work with, present to, and facilitate decisions among different stakeholders. You ask the right questions and challenge the status quo.
- Meticulous attention to detail with proven problem-solving skills.

## Why you should apply



**Diverse and inclusive team:** We are from 10+ different countries with diversity of both thought and background on a mission to disrupt the digital asset industry. We support each other and take pride in our achievements. We attract talents from companies like McKinsey, Credit Suisse, JP Morgan, Google, Moonfare, and N26.



**Ownership & learning-curve:** Opportunity to make an active contribution to the growth story of one of the leading disruptors in the FinTech industry.



**Communication:** We treat our staff like owners by being open, transparent, and providing regular communication about our direction and progress. We provide regular insights into decision making, strategy, and company-wide OKR progress so that each of our employees is aligned and empowered. We are also always aiming to improve how we can more effectively communicate.



**Office:** We offer both the flexibility to work remotely or to work in style and comfort from our modern office at Checkpoint Charlie, the heart of Berlin (at the moment, we all work from home).

## How to get in touch

If you believe this opening paints an adequate picture of your profile, please visit this site and apply: [\(Associate\) Project Manager \(m/f/div\) - Finoa GmbH \(recruitee.com\)](#)

*Finoa is an equal opportunity employer devoted to diversity and inclusion in the workplace. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status or disability status.*