

## **Digital Project Management**

### **WHAT ABOUT US ?**

Edit-Place (Webedia Group) was established in Paris in 2010 and our London office opened in February 2014. A team of 20 people is based in Bangalore, on MG Road since 2015.

We are a SEO and multilingual content solutions company, working with over 150 clients, across three continents, in various industry sectors including travel, fashion, beauty, finance and retail. Our services are available in over 40 languages focusing on:

- Product descriptions
- SEO articles
- Blog content
- News articles
- Guides Written from scratch and/or translated from one language to another.

We work within both the B2B and B2C arenas, with small independent companies as well as large global corporations. Our online platform gives us access to over 10 000 writers and allows us to choose the best, most relevant people, for each job, at a competitive price.

Our SEO strategy team are experts in their field and are available to help customers assess their website, and existing and potential new customers search criteria, in order to provide keywords and long-tail keywords that will improve organic search results in order help to improve hit rates and conversions. All of the content we produce is exclusive to each customer and it all goes through our rigorous plagiarism and proof-reading checks to ensure the content we deliver is unique.

### **JOB BRIEF:**

We are looking for a Project Manager who is passionate about the Digital world. You will be responsible for the day-to-day management and smooth operation of various digital projects, including site launches, online tools, web applications. You will be in direct contact with our clients. This role is for a strong technical leader who will work with our Indian developers based in Bangalore and the Product Owner. You should have strong communication skills to collaborate effectively with various teams. If you are a tech-savvy professional, have a methodical approach and excellent time management skills this job is for you!

## **RESPONSABILITIES:**

- Analyse the clients' needs and prepare the technical specifications
- Develop a detailed project plan and monitor progress
- Define project scope and schedule while focusing on regular and timely delivery
- Develop solutions for technical and functional plans
- Provide end-to-end project management
- Prepare and distribute progress reports
- Support the Product Owner in managing customer expectations for project deliverables
- Ensure that each team member is fully engaged in the project and making a meaningful contribution
- Encourage a sustainable pace with high-levels of quality for the team.

## **REQUIREMENTS**

### **Compulsory skills :**

- Prior experience with SCRUM/Agile methodologies with enterprise-level application development projects.
- Use of the Management tool Trello
- A technical development background and willing to explore a project management experience
- Organised and Rigorous, you thrive in a management environment and you know how to impose your ideas
- Autonomous and curious, you have a keen interest in new technologies

### **Profile :**

From an engineering background, you use APP and WEBAPP limitlessly.

- Native French and Fluent in English
- Bachelor's degree
- 1-year experience in project management
- 2-years experience in IT development
- CMS: Wordpress, Laravel, HTML5,Angular js, PHP
- Database: MySQL, noSQL
- Methodologies : Agile, Scrum

**CONTRACT** : To be determined based on profiles (Internship/Permanent position available)

**SALARY**: Based on experience

**START DATE**: As soon as possible

**LOCATION:** Bangalore

**WHAT DO WE OFFER?**

A young and dynamic team. A multilingual working environment that can be a hive of activity when tight deadlines need to be met or a relaxing and creative atmosphere in the chill-out zone.

A young company with tones of potential for international development and with offices in London, Paris, and Bangalore

You would report to the Senior Iconography Project Manager based in the Paris office.

Professional Medical and Term insurance

Tea/Coffee twice a day

Team building outing

Gifts/cakes for Birthdays and Special occasions

Travels to France (Paris)