

## DIGITAL PROJECTS MANAGER

### DATOS DE LA EMPRESA

**Nombre Empresa:** Agency Novelus  
**Dirección:** Ulica heroja Nandeta 37, 2000 Maribor . Slovenia  
**Web site:** www.novelus.eu  
**Teléfono:** +386-41-970175

### DATOS DEL PUESTO

**Ocupación:** DIGITAL PROJECTS MANAGER  
**Nº puestos:** 1

#### Descripción completa del puesto:

- managing the projects (moderating internal teams and processes, communication with clients);
- following the deadlines and quality of the process;
- preparation of analysis of the results.

### REQUISITOS

#### Competencias:

- university education (marketing and advertising, technics is an alternative);
- at least 1 year experience with managing of digital projects; knowledge on marketing and trends;
- excellent leadership skills and communication with clients, communication and motivation skills;
- accuracy, good organisation, responsibility and dedication;
- capability of independent work and work in team;
- Microsoft Office.

**Experiencia:** Less than 1 year

**Formación:** University education (marketing and advertising, technics is an alternative)

**Idiomas:** Fluent English, Fluent German, Basic Croat ( not obligatory)

### CONDICIONES DEL PUESTO:

**Salario:** €14,000 Gross per month

**Localidad del puesto:** Maribor. Slovenia

**Tipo de contrato:** Permanent

**Tiempo complete/parcial:** Full time

#### Any other benefits

**Types of social security contributions from employment:** Sickness, Health, Pension, Unemployment, Invalidity

**Additional information about accommodation, meals, travel expenses and other benefits:**

**Remark:** Daily travel expenses from and to work are obligatory paid by employer in Slovenia.

**Accommodation:** Assistance with finding an accommodation

**MODO DE SOLICITUD:**

If you are interest, send a letter of motivation and a CV in English or German to [jobs@novelus.si](mailto:jobs@novelus.si) indicating in the matter (**DIG- PROJ-MANAG**) and a copy to [eures.grupomixto@sepe.es](mailto:eures.grupomixto@sepe.es) until the 3th of November 2017

**Para más información:**

Vacancy reference number on EURES/national public employment service portal: 2256331

**FECHA LÍMITE DE SOLICITUD: 3 Noviembre 2017**