

PARAGON PARTNERS

Paragon Partners is a Munich based independent private equity company established in 2004 with EUR 650m assets under management. We invest in mid-sized companies with a proven and sustainable business model. Our investments are primarily in the German speaking region, but our perspective is international. The companies we acquire are typically mid-sized firms with significant operational value creation potential. We make majority investments and are an active shareholder. In that capacity, we always hold board seats. Our aim is to support like-minded, entrepreneurial management teams in building better businesses.

Our investors are family offices, private individuals and institutional investors who share our investment philosophy. For detailed information please visit www.paragon.de.

We are currently recruiting a

Project Management Office Manager (m / f)

for our portfolio companies.

The Role

- Take on a significant role in driving the value creation process of the company in collaboration with the management team and investment professionals
- Build a centralized function to define deliverables and project workstreams, set objectives and provide feedback to investment team
- Design and implement tools and methods to improve transparency and efficiency
- Project management of various workstreams and controlling as well as reporting of project initiatives and outcome, budget management, change management and product quality controlling
- Ensure overall success of planned and initiated projects in time, on budget and on schedule

Your Profile

- Bachelor or Master Degree in business administration or similar
- Minimum of five years of experience around project management support with professional services
- Excellent knowledge of project management tools, strong IT skills
- Outstanding communications and negotiations skills in German and English
- Proactive with can-do-attitude
- Versatile, easily coping with different characters and cultures

What we are offering

- Become part of an outstanding team and work with inspiring people
- Work across different sectors and diverse company situations
- Conceptual and analytical assignments, but also hands-on and operational execution

We look forward to receiving your application:

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