

EasyDo Digital Technologies

<https://easydo.co/job/project-management-officer/>

Project Management Officer

Description

Empowering our Clients with People-Driven Digital Innovation Across Europe

We are a Group managing digital IT services and solutions, driven by people, innovation, agility, and deep industry insight. We are working with the largest private and public institutions to deliver IT services and solutions.

Being an entrepreneurial digital services group with a Human-Sized Tech Company, we are built by passionate experts and led by seasoned leaders in IT and digital transformation.

Responsibilities

You will part of an extended team gathering and analyzing the financial breakdown of expenses and managing the relationship with assigned contacts from each delivery business line. The services delivered are for addressing the organization at Group level.

- Monitor the entire budget of each business lines and take actions to keep on track the estimations;
- Interact with shared teams such as finance, procurement to steer the cost management;
- Analysis of the budget gaps observed and the implementation of related action plans;
- Compare actuals to budget and forecast, take actions based on constraints;
- Follow-up that resources are allocated on good projects, track consumption on MDs and Keur;
- Perform head count forecasts, track evolution compared to actuals, justify differences;
- Identify cost optimization sources and factor benefit impact;
- Accurately perform monthly reviews on the landing plan (head count allocation) evolution;
- Review the contract data bases and allocated expenses;
- Update on monthly basis, in the related tools, the assignment and allocation of resources;
- Produce and analyze the evolution of the main KPIs characterizing the operational activity (volume, indicators sizing the Run and the workload plan);
- Propose and create new reporting to facilitate steering and decision

Hiring organization

EasyDo Digital Technologies

Employment Type

Full-time

Date posted

September 16, 2025

making;

- Perform monthly presentations allowing the monitoring of the entire budget regarding the expenses observed;
- Present in committees the analysis results with proper message and justification;
- Challenge business lines on the budget trajectory and propose axes of efficiency.

Qualifications

Profile:

- Very good analytical skills and high attention to numbers;
 - Very good knowledge of MS Office Suite (especially Excel, PivotTable);
 - Good communication skills, written and oral, in French (B1) and English (B1);
 - Ability to self-manage workload by task prioritization;
- Problem solving mindset and solution-enabler capacities;

Job Benefits

Job Benefits

We offer:

Competitive salary and the opportunity to have a meaningful job where you can make a difference

The chance to continuously evolve as a professional

Medical insurance & Meal tickets.

Variety of training opportunities

Contacts

📧 Contact our Talent Team by email to hire@easydo.co

Or visit our careers portal: <https://easydo.co/career/>