

Now Hiring: Part-Time Project Coordinator (Remote – Europe-Focused)
Alumerix | 20 hours/week | Start by End of May 2025 | 5 month Contract



Alumerix is seeking a **part-time Project Coordinator** to support a high-impact digital analytics initiative across multiple European markets for a globally recognized fast-food brand. This is a remote-first role with flexible hours, except for a few mandatory daytime meetings in the **Swiss time zone (CET)**.

What You'll Do

- Collaborate with regional teams across Europe to gather, document, and refine digital reporting requirements
- Build project roadmaps and track progress using **Jira** and **Monday.com**
- Coordinate rollout of **Google Analytics** dashboards and reports tailored to each market
- Centralize and streamline operational workflows across different countries
- Analyze performance data and translate it into actionable insights
- Contribute to other internal or client-facing projects as needed

What We're Looking For

- **Project Management certification** (e.g., CAPM, PMP, or equivalent)
- Experience coordinating cross-functional teams across time zones
- Hands-on knowledge of **Google Analytics**, **Jira**, and **Monday.com**
- Excellent analytical, organizational, and communication skills
- **Fluent English** is required; additional languages (e.g., **Spanish**, **Russian**) are a plus
- Comfortable working independently with light supervision
- Able to attend a few **mandatory meetings during Swiss business hours** (CET); the rest of the work is flexible/off-hours

Key Details

- **Hours:** 20 hours per week
- **Location:** Remote (Europe time zone compatibility preferred)
- **Start Date:** Must be available to start **before May 31, 2025**
- **Interviews:** Two rounds – one with **Alumerix**, one with the **client**
- **Growth Opportunity:** High-performing candidates may be offered additional roles on future Alumerix projects

Why Join Us?

At **Alumerix**, you'll get the opportunity to:

- Work on **diverse, high-impact projects** across industries and geographies
- Continuously **develop new skills** in digital tools, analytics, and project management
- Collaborate with **leading international brands** and experienced professionals
- Be part of a **remote-first, flexible culture** that values autonomy and initiative
- Grow into larger roles based on performance and contribution

If you're curious, motivated, and excited by meaningful work—you'll feel right at home.

About Alumerix

Alumerix is a business consulting firm specializing in project and program management, PMO development, and change management. We partner with organizations to navigate complex transformations, optimize operations, and implement sustainable strategies. Our services include managing projects from initiation to completion, refining PMOs, and providing expert coaching and consulting to equip teams with the skills needed to excel in dynamic business environments.

How to Apply

Interested? Send your **CV** and a brief message introducing yourself to:

 alina.yaneva@alumerix.com