

## IT Project Manager (m/f/d)

**Location:** Bulgaria – Sofia, Varna, Plovdiv  
or Germany – Berlin, Würzburg, Augsburg, Munich

### About us

B2B Media Group is a MarTech company - one of the leading B2B data providers in Europe. With over 85 employees at 7 locations in Germany, UK, USA and Bulgaria, we help hundreds of B2B companies achieve their marketing and sales goals. Industrial and IT corporations as well as hundreds of medium-sized companies and media agencies rely on our technology and unique B2B data.

**Our Mission:** Fuel the marketing of any B2B company with our unique audiences and insights.

### You will

- Scope and lead new projects for our in-house platforms, including migrations and integrations
- Analyze the status quo and suggest continuous improvements in company processes
- Support process improvements in the Sales, Operations and Finance teams
- Write technical documentation describing internal platforms' modules and processes
- Create process flowcharts describing existing processes
- Organize and conduct company-wide and team-specific trainings
- Create newsletter announcements
- Create instructional videos
- Do manual QA whenever necessary
- Work daily with our VP Product and software development team

### Your profile

- You have at least 1 year of demonstrated IT project management experience (be ready to tell us about your achievements and show us your portfolio, if you have one)
- You have superb communication skills
- You are proactive and have a continuous improvement mentality
- You have knowledge of the Atlassian ecosystem - Confluence, JIRA software or other agile PM system
- You have knowledge of Salesforce or other CRM systems, Google Workspace, Trello
- Having knowledge in Userback, Zapier, Lucidchart, HubSpot and/or MailChimp is a plus
- You are fluent in English

## Perks and Benefits of working at B2B Media Group

We offer a permanent position in a fast-growing, data-driven online marketing company with a focus on B2B. A secure working environment with flat hierarchies and fast decision-making processes is what sets us apart. Our way of working is characterized by trust, openness, a lot of fun and a good work-life balance. We have offices in London, Sofia, Berlin, Munich, Würzburg and Augsburg and work with a highly motivated international team. We allow our employees to work flexibly because we are aware of the added value this offers. But we also enjoy the interaction and creative exchange with colleagues in the office. **Our offer also includes social benefits depending on the company office where you will be located.**

## Please send your CV

[bgjobs@b2bmg.com](mailto:bgjobs@b2bmg.com)