

Job Title: **Junior Project Manager** (Entry-Level / Student)

Location: **On-site**

Employment Type: **Full-time (flexible for students)**

About us

:eight is a group of passionate, fresh and dedicated explorers who got together for one reason. To make their own statement through digital projects that are one of a kind. Teamwork combined with our good mood always leads to a wonderful result. From our office or from our home we try to achieve the best result and meet client needs with the best combined user experience.

Role Overview

We are hiring a **Junior Project Manager** to support our team in running digital projects. This is an entry-level role designed for a student in their final year or a recent graduate.

Important: At this stage, you will not be making strategic decisions—your main responsibility is to ensure that requirements are documented clearly, tasks are tracked properly, and tools like Jira are kept accurate and up to date.

This is a training role for someone who wants to build a career in project management and understands that reliability, structure, and detail orientation are non-negotiable.

Responsibilities

- Write clear and detailed task descriptions and project documentation.
- Keep Jira and other project management tools accurate, organized, and up to date.
- Track deadlines, deliverables, and progress with zero tolerance for ambiguity.
- Follow up with team members to ensure clarity and accountability.
- Support senior managers by providing structured project reports and updates.

Requirements

- Education: Final-year student or graduate in Business Administration, Management, Information Systems, Digital Marketing, Computer Engineering, or a related field.
- Excellent written communication skills in English (clarity and precision are essential).
- High level of attention to detail—you notice mistakes and fix them.
- Strong organizational skills and ability to follow processes consistently.
- Proactive: you ask questions when instructions are not clear instead of making assumptions.
- Basic knowledge of project management tools (Jira, Trello, Asana) is a plus, but training will be provided.

What We Offer

- A clear training path to become a professional Project Manager.
- Close mentorship from senior PMs.
- Opportunity to gain real-world experience in managing web and digital projects.
- Flexible working hours to accommodate studies.
- Growth opportunities for candidates who show commitment and reliability.

You can send your CV to hello@eight8.gr.