



Hi, we're Bike Citizens and we're looking for a

Project Manager with communication talent (30 - 36h/ week)

to join our team in **Graz**.

Sounds like you? You are just one bike ride away:

We're a team of 25+ working in great and charming offices based in [Graz](#) and [Berlin](#). We started out by creating the world's first navigation app that focuses on urban cycling and offers motivational campaigns for cycling. The next big thing was the "Finn" smartphone mount. And now we are also digitizing and [analyzing bicycle traffic](#).

If you like the idea of promoting urban cycling, please read on. These are the key aspects of your role:

Job Design:

Project Management

- Understanding of customer needs and requirements
- Serving as link between customers, the internal team and the executive management
- Independent decision making on project issues
- Monitoring and controlling of actual projects (budget, personal resources and capacities)
- Successful closing of customer projects
- Process optimization

Communications

- Preparation of texts and materials (e. g. product specifications, customer's manuals)
- Knowledge in communications and online-marketing to increase the reach of the promotion of customer projects
- Acting as a representative to build awareness on digital cycling campaigns

Collaboration:

You will work in close cooperation with our Sales and Project Team to cover all important aspects, thereby you will get to know our enterprise independently.

Bike Citizens is an independent, self-made company (owned and run by the founders) and we make our own rules. For example we have decided to work only 4 days a week, that means weekends start on Thursday evening!

You would be an **ideal match** if you:

- Have proven work experience as a Project Manager.
- Have good organisational and time management skills and always keep track of the project status.
- Have proven ability to effectively report and communicate recommendations to executive management.
- Are a team player.
- Like to communicate with customers and the Bike Citizens team.
- Have great ability to communicate and to present.
- Easily can draft texts for promotion of the projects matters.
- Are a positive and pro-active person.
- Are fluent in German and English.
- And if you are skilled in cooking, 'Wuzzler' and chess.

If that sounds like you - we're dead keen to get to know you!

Salary: Due to legal regulations the minimum salary, as required by collective agreement, is 1.900 € gross/month. Salary is offered for 36h base, no all-in-contracts. Your actual salary will depend on your experience, skills, contribution to Bike Citizens and is to be negotiated.

Let's talk: jobs@bikecitizens.net