

Junior Project Manager

Location: Barcelona, Spain only

To apply, please send your resume, with the **email subject of PM 2017**, to careers-spain@telescope.tv

Job Description

Telescope is looking for a detail-oriented junior project manager to help move development forward. This role is vital to ensuring successful and timely delivery of development projects for the company. This position is located in the Telescope Barcelona (BCN) office. The responsibilities below pertain to the Barcelona development team.

Skills & Requirements

Responsibilities

- Work with developers, QA, System Administrators, and non-tech teams to support day-to-day execution of development projects
- Track development milestones and deliverables to ensure deadlines are met
- Work directly with the Technical Project Manager in Los Angeles, CA to ensure cross-office communication
- Provide development updates to stakeholders weekly, be the single point of contact for project status
- Communicate changes to schedule and escalate unplanned issues
- Manage resource bandwidth and forecast resource allocations
- Coordinate process and team members for deployments and launches
- Coordinate cross-team meetings, facilitate planning, note-taking, and status updates for projects
- Work with product and other stakeholders to understand priority, and assign tickets and sprints accordingly
- Ensure QA moves forward, answer questions, remove blockers for testers that require Tech involvement
- Constantly seek and identify ways to improve Tech Team processes

Minimum Requirements

- Superior written and verbal communication skills in both English and Spanish
- Extremely detail oriented
- Ability to thrive in a fast-paced environment
- Ability to multi-task and manage multiple projects simultaneously and efficiently
- Self-motivated, proactive, and collaborative - must enjoy working across multiple teams



- 1-3 years of relevant experience working with developers
- Bachelor's degree in Communication, Business, Marketing or related field. Degree in Computer Science is a plus.

Nice to have

- Experience with JIRA (or other ticketing systems)
- Experience with Confluence (or other documentation tools)
- Experience with Agile and Scrum methodologies
- Experience writing project requirement specifications
- Experience with web application and API development projects
- Project management experience in a digital agency and/or technology company is a plus

Perks

- 23 paid days off per year
- Fully stocked kitchen with snacks, drinks, and coffee
- Casual work attire

About Telescope

The work environment at Telescope is exciting, engaging, and constantly dynamic. We have major media clients who depend on us year over year to deliver amazing products and support their live TV vote shows. We also have close partnerships with social networks such as: Facebook, Twitter and Instagram to which we deliver fan engagement products.

Telescope Inc. has been responsible for the most successful television and live media participation shows in the last decade: *American Idol*, *The Voice*, *Dancing with the Stars*, *So You Think You Can Dance*, *AMA*, *VMA*. We also work with Coca Cola, NASA, Project Greenlight, and others. We create the software that handles all parts of the voting, and now we are going after social as well. We work with massive scale, big data, and cutting edge technology. Our technical environment is full of passionate employees who enjoy what they do every day.

Telescope is an equal opportunity employer which does **not** discriminate against: race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability, veterans, or any other protected class.

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