SECURITY OFFICER/PROJECT MANAGER. BRATISLAVA, SLOVAKIA

Join our dynamic team at **Airexplore**, a proud member of the Avia Solutions Group!

Embrace the opportunity to work with a leading global aviation holding, while being based in Slovakia.

We offer work in R&D department, acting as an central unit for managing strategic, innovation and IT projects and programs.

Avia Solutions Group R&D department provides services to subsidiary companies related to IT Governance & Management, IT Service Delivery, IT infrastructure services, workplace support and ServiceDesk, Enterprise Applications (Digital IT Solutions, ERP), Cybersecurity and PMO.

We are seeking a skilled and experienced Security Officer/Project Manager to join our team!

Key Responsibilities:

- Consult Management, technical leads, project team members, and consultants/contractors on Cyber security matters.
- Develop and maintain essential project documents, including:

Project Charter

Project Management plan

Requirements Documents

Design Documents

Input to Architecture Documents

Test Plan

Test Results

Implementation Plans

Post-Implementation and Lessons Learned Reports

Project Schedules and Budgets

Resource Management Plans

- Produce weekly program status reports

- Conduct project status meetings and other necessary meetings.
- Manage the project master schedule
- Report schedule and budget variances.
- Create and maintain SharePoint project sites.
- Ensure high-quality, well-maintained project schedules, baselines, and estimates to complete the program/project, and report variances.
- Report on risks and provide ongoing risk management plans, risk assessments, and mitigations.
- Manage ongoing issues and changes using established processes and templates, and publish reports.
- Generate weekly status reports detailing activities, accomplishments, issues, and actions to resolve issues.
- Ensure completion of all activities required to successfully meet operational readiness reviews.
- May create Statements of Work (SOW) for Requests for Proposal (RFP) and evaluate vendor responses.
- Evaluate criteria for product and proposal analysis.

Deliverables:

- Contribute to delivery of projects on schedule and within budget.
  Present projects at Department Level Project Reviews.
- Requirements:
- Bachelor's degree in Project Management, Accounting, Business Administration, Finance, Economics, Computer Science, Information Systems, or a related field, or an equivalent combination of work experience, training, and education.
- 3-5 years of hands-on program and project management experience from initiation to implementation using formal methodologies and processes.
- At least 5 years of experience in technology management, analysis, and administration.
- Proven ability to interact effectively with internal and external stakeholders, protecting departmental interests.
- Strong analytical skills.
- Effective communication and writing skills, adaptable to various audiences.
- Experience managing multiple projects simultaneously.
- Proficiency with MS Project Office Professional and MS Word, Excel, PowerPoint, and Visio.

Preferred Qualifications:

- At least 3 years of experience managing Information Security-related projects.
- At least 3 years of experience with project management tools such as Microsoft Project Server (EPM).
- Additional Certifications: Security+, SSCP, and/or CISSP.

Employee perks, benefits:

- Young and Dynamic Team: Work in an energetic environment with like-minded professionals
- Multicultural environment : A team made up of more than 20 nationalities.
- Aviation Industry: Enjoy an attractive work environment within the exciting aviation industry.
- SkyCulture Program/Fly Fit Program: Receive a financial contribution of €100 per year for cultural experiences, contribution for health and sports purposes.
- MultiSport Card: Access a variety of sports facilities with the MultiSport card.

- Birthday Day Off: Enjoy your birthday with a special day off just for you.
- Food Allowance : 5 Euro/ day (100% covered by company

Salary: from 3000 € to 4000 € (brutto)

Avia Solutions Group is the world's largest ACMI (Aircraft, Crew, Maintenance, and Insurance) provider, with a fleet of 213 aircraft. The group also provides a range of aviation services including MRO (Maintenance, Repair, and Overhaul), pilot and crew training, ground handling, as well as a variety of associated services. Supported by 12,000 highly skilled aviation professionals, the group operates worldwide.