



Dstny – Project Coordinator

Hi, I'm , your Recruiter and we are excited to learn more about you and your unique background.

What we expect from you...

- Assist in tracking delivery progress, risks, and dependencies across teams
- Maintain delivery dashboards, reports, and planning artefacts up to date
- Coordinate meeting logistics, agendas, and minutes for planning and governance forums
- Follow up on action items and flag blockers to senior delivery staff and stakeholders
- Support cross-team communication to ensure alignment on priorities and timelines
- Assist in maintaining documentation in Confluence and tracking in JIRA
- Contribute to continuous improvement of planning and coordination processes
- Supports delivery orchestration processes under guidance of senior delivery roles
- Documents and communicates planning decisions made by senior stakeholders
- Flags risks, inconsistencies, and open items to the Delivery Manager or leadership
- Does not own prioritization or scope decisions; facilitates information flow and follow-up
- Escalates unresolved blockers to the appropriate owner

We are looking for candidates who have:

- Minimum 2 years of experience in project coordination, delivery support, or a similar operational role
- Familiarity with Agile ways of working (Scrum, Kanban) is an advantage
- Experience with tools such as JIRA, Confluence, or project tracking tools is a plus
- Strong organizational skills and attention to detail
- Good written and verbal communication skills
- Ability to work in a structured way across multiple teams and workstreams
- Experience in a technology, SaaS, or telecom environment is a plus but not required

What we offer you...

- Work with a **talented and passionate teams** of like minded professionals.
- Gain exposure to **cutting-edge technologies** in cloud communications.
- Be part of an **internationally diverse** company with a strong culture.
- **25 vacation days** plus **your birthday**
- **Health insurance** and **life insurance**

- **Meal allowance** of €10.46/day
- **Home office allowance**
- **Hybrid working:** 2 days per week in the office

<https://dstny.com/>