



Project Manager

Job Description & Advert

Position Title:	Project Manager
Location:	1077 Budapest, Wesselényi u. 17. (W17)
Position Type:	Part-time (20 hours)
Reports to:	CEO

About Us:

Since 2010, Milestone Institute has been a leader in personalised secondary education, offering internationally recognised English-language programmes that foster intellectual development and academic immersion, empowering 400 students a year to excel in their chosen academic areas and cultivate independent thinking and success. The Institute also offers consultancy services through its Solutions Lab department, with a mission to deliver groundbreaking educational concepts and internationally recognised innovative solutions. The Operations Team ensures the smooth delivery of all these activities, manages W17 facilities and events, and it supports the work of our 50+ core employees and 80+ faculty members.

Job Summary:

- We are seeking an outstanding candidate for the position of Project Manager, to work closely with the Chief Executive Officer to oversee and drive the successful execution of projects at Milestone Institute. The ideal candidate will manage and lead projects, ensuring timely follow-up on tasks after high-level meetings. The successful candidate will have the chance to grow within our dynamic institution and innovative programme. We offer personalised support and the opportunity to work creatively in one of the most forward-thinking hubs in the education sector.

Key Responsibilities:

- **Project Management Leadership:** Collaborate closely with the CEO on strategic project initiatives, overseeing planning, execution, and follow-up. Ensure alignment with organisational objectives while managing high-level project milestones and outcomes effectively.
- **Coordinate Resources:** Manage internal teams and external contractors/vendors to ensure projects are executed smoothly. Clarify roles and responsibilities and facilitate effective communication among all stakeholders.



- **Develop Project Plans:** Collaborate with stakeholders to define project scopes, objectives, and feasibility. Conduct risk assessments to ensure projects are technically and practically viable.
- **Manage Budgets and Timelines:** Create detailed project plans outlining budgets, timelines, and resource requirements. Monitor expenditures and project progress closely to stay within budget and on schedule.
- **Communicate with Stakeholders:** Act as the main point of contact for external stakeholders, ensuring clear and regular communication. Keep stakeholders informed of project progress, milestones, and any changes
- **Benchmarking and Evaluation:** Establish benchmarks and metrics to measure project performance and success. Continuously evaluate project outcomes to identify areas for improvement and ensure goals are met.
- **Lead High-Level Meetings:** Organise and facilitate high-level project meetings, ensuring key stakeholders are engaged. Follow up on action items and decisions made during meetings to maintain momentum and accountability.

Requirements:

- 3-5 years of experience in project management
- C2-level English and Hungarian
- University degree

Milestone Institute offers:

- Work equipment is provided by the organisation.
- Our office is dog-friendly.
- Exceptional working environment in one of the most beautiful listed buildings in downtown Budapest.
- A welcoming team of highly-trained, motivated, collaborative colleagues.
- Opportunities to innovate in cooperation with colleagues across all departments of the Institute.
- Access to high-quality, regular professional development.
- We organise team-building evenings every other month as well as an all-staff getaway once a year.
- A competitive salary.
- Reimbursement of your MÁV/ Volán monthly pass if you are commuting to work.

Application Process and Timeline:

Application is by submitting your cover letter and Curriculum Vitae via the application link. The position is open until filled.



Child-Safe Recruitment:

The Institute is committed to child-safe recruitment, selection and screening practices, and has a child-safe recruitment policy in place. Thus, we require all applicants to undergo an extensive screening process prior to appointment and to provide us with the necessary documents upon contracting (police check, reference person, written declaration). Please note that the Institute may refuse to employ, or terminate the employment of, any person who it reasonably believes may pose a risk to children. The successful applicant will be required to submit the following documents upon contracting:

- Self-declaration related to disciplinary offences regarding children;
- Local police check;
- Child Protection Training.

Diversity and Inclusion:

Milestone Institute is an equal-opportunity employer, seeking to recruit and support a broadly diverse community of faculty and staff. Milestone values and celebrates diversity in all its forms and strives to foster an inclusive culture built on respect that affirms inter-group relations and builds cohesion. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, ethnicity, national origin, religion, age, gender identity, sexual orientation, and disability status.