

Project Manager

JOB SUMMARY

The Project Manager owns delivery across Gloura's client engagements, turning custom AI and software briefs into shipped systems. The role sits between clients, the founder, and the engineering team, keeping scope, timelines, and expectations aligned from kickoff to handover. A secondary focus is tightening Gloura's internal delivery process so projects run faster and more predictably as the agency scales.

DUTIES & RESPONSIBILITIES

- Own the end-to-end delivery of client projects, from kickoff through launch and handover
- Translate client briefs into clear scopes, milestones, and deliverables
- Run project planning, sprint scheduling, and resource allocation across the team
- Act as the main point of contact for clients, managing updates and expectations
- Coordinate engineers, designers, and contractors to keep work on track
- Track progress against timelines and budgets, flagging risks early
- Write and maintain project documentation, specs, and status reports
- Run standups, reviews, and retrospectives to keep delivery tight
- Manage change requests and scope adjustments without derailing timelines
- Oversee QA and client sign-off before each release
- Coordinate with the founder on commercial terms, proposals, and renewals
- Handle ad hoc delivery and operational tasks as the agency requires
- Identify and implement improvements to Gloura's delivery process
- Support pre-sales scoping and estimation for new client opportunities

This information does not define or limit the scope of employment. The Company may reasonably require other duties from time to time.

REQUIRED SKILLS & QUALIFICATIONS

Essential

- Proven experience delivering software or digital projects end to end
- Working understanding of how AI and software systems are built and shipped
- Confident with project tooling such as Notion, Linear, Jira, or similar
- Excellent written and verbal communication, comfortable client-facing
- Able to lead a team and work independently with minimal oversight
- Strong prioritisation and organisation across multiple parallel projects
- Fluent English
- High accuracy and attention to detail across scope and documentation
- Sound commercial judgement around budgets, timelines, and trade-offs
- Comfortable with modern collaboration and automation tools
- Calm and effective working under pressure to tight deadlines
- Two or more years in a project management, delivery, or operations role
- Experience coordinating technical and non-technical stakeholders

- Degree in a relevant field, or equivalent practical experience

Desirable

- Background in an agency, consultancy, or fast-paced startup
- Familiarity with AI tooling, LLM products, or automation platforms such as n8n
- Additional languages, particularly German, Ukrainian, or Russian

HOURS OF WORK

Monday to Friday, flexible core hours. Remote-first, with occasional client or team meetings on site in Vienna.