

Project Manager

General Overview

Project Manager is responsible for developing and managing technology projects and their cost, time and scope. Responsibilities include a project plan, communication plan, allocating tasks and setting a milestone.

Responsibilities

- Create & manage project plans
- Managing multiple projects.
- Define project schedules, allocate resources and monitor progress.
- Align project objectives with company goals, and make sure the project team is clear on objectives.
- Help the project team with the design and development tasks.
- Lead process of issue identification and resolution.
- Manage risk tracking process.
- Monitor and manage scope.
- Manage all documentation.
- Work multiple projects simultaneously.
- Foster partnership with customers/stakeholders/sponsors.
- Managing multiple project implementation resources.
- Stakeholder management
- Ready to travel domestic and international on need basis.

Requirements

- Great educational background, preferably in the fields of computer science or engineering for technical project managers
- Proven working experience as a project administrator in the BFSI domain
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office
- PMP or similar certification in project management or 3 years of experience in a software product company as project manager.