

## Job Description

<b>Job Role</b>	Technical Project Management
<b>Department</b>	Enterprise Customer Service
<b>Location</b>	Delhi
<b>Experience</b>	4-6 years in Project Management
<b>Job Purpose</b>	The Project Manager shall be responsible for the End-to-end project, starting from its inception till the closure
<b>Tags#</b>	#ProjectManagement #ProjectScheduling #PMP #ProjectPlanning #RiskManagement #ProjectExecution
<b>Job Responsibilities</b>	<ul style="list-style-type: none"><li>• Coordinate internal resources and customer team members for the flawless execution of projects</li><li>• Ensure that all projects are delivered on-time, within scope and within budget</li><li>• Lead the project scope definition and objectives, involving all relevant stakeholders and ensuring technical feasibility</li><li>• Ensure resource availability and allocation through appropriate forecasting</li><li>• Develop a detailed project plan to monitor and track progress</li><li>• Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques</li><li>• Measure project performance using appropriate tools and techniques</li><li>• Report and escalate to management as needed</li><li>• Successfully manage the relationship with the client and all stakeholders</li><li>• Perform risk management to minimize project risks</li><li>• Establish and maintain relationships with third parties/vendors</li><li>• Create and maintain comprehensive project documentation</li><li>• Define &amp; drive Project Metrics for objective project monitoring &amp; tracking.</li></ul>

<p><b>Skills Required</b></p>	<ul style="list-style-type: none"> <li>● Project planning</li> <li>● Project monitoring</li> <li>● Project management</li> <li>● Schedule Management</li> <li>● Project Budgeting &amp; expense monitoring</li> <li>● Project reporting</li> <li>● Customer communication on Project status &amp; reports.</li> <li>● Excellent client-facing and internal communication skills.</li> <li>● Excellent written and verbal communication skills</li> <li>● Solid organizational skills including attention to detail and multitasking skills</li> </ul>
<p><b>Education Qualification</b></p>	<p>Bachelors or Masters in:</p> <ul style="list-style-type: none"> <li>● Computer Science</li> <li>● Information Technology</li> <li>● Computer Application</li> <li>● PMP certified</li> </ul>
<p><b>Age bracket</b></p>	<p>&lt;30</p>
<p><b>Working Conditions</b></p>	<ul style="list-style-type: none"> <li>● Must be competent and flexible</li> <li>● Monday to Friday – working</li> </ul>