

Job Description

Job Role	Project Manager
Sub Team	Enterprise Customer Service
Location	Delhi
Experience Required	3-5 years
Job Purpose	Technical Project Management
Tags#	#ProjectManagement #ProjectScheduling #CAPM #PMP #ProjectPlanning #RiskManagement #ProjectExecution
Job Responsibilities	<ul style="list-style-type: none">• Coordinate internal resources and customer team members for the flawless execution of projects.• Ensure that all projects are delivered on-time, within scope and within budget.• Lead the project scope definition and objectives, involving all relevant stakeholders and ensuring technical feasibility.• Ensure resource availability and allocation through appropriate forecasting.• Develop a detailed project plan to monitor and track progress.• Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques.• Measure project performance using appropriate tools and techniques.• Report and escalate to management as needed.• Successfully manage the relationship with the client and all stakeholders.• Perform risk management to minimize project risks.• Establish and maintain relationships with third parties/vendors.• Create and maintain comprehensive project documentation.• Track & monitor project cost as per the budget

<p>Skills Required</p>	<ul style="list-style-type: none"> ● Project planning ● Project monitoring ● Project management ● Schedule Management ● Project Budgeting & expense monitoring ● Project reporting ● Customer communication on Project status & reports. ● Excellent client-facing and internal communication skills. ● Excellent written and verbal communication skills ● Solid organizational skills including attention to detail and multitasking skills <p><u>Soft Skill:</u></p> <ul style="list-style-type: none"> ● Excellent Interpersonal and verbal communication Skills ● Team Leader
<p>Education Qualification</p>	<p>Bachelors or Masters in:</p> <ul style="list-style-type: none"> ● Computer Science ● Information Technology ● Computer Application <p>Either CAPM or PMP certified</p>
<p>Age bracket</p>	<p><32</p>
<p>Working Conditions</p>	<ul style="list-style-type: none"> ● Must be competent and flexible ● Monday to Friday with 1st Saturday working