

Job Description

Job Role	Project Manager
Sub Team	SAFE
Location	Mumbai
Experience Required	5-8 years
Job Purpose	Technical Project Management
Tags#	#ProjectManagement #ProjectScheduling #CAPM #PMP #ProjectPlanning #RiskManagement #ProjectExecution #ScopeManagement
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.

<p>Skills Required</p>	<ul style="list-style-type: none"> ● Project planning ● Project monitoring ● Project management ● Schedule management ● Scope 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>Preferred to have CAPM or PMP certification</p>
<p>Age bracket</p>	<p><34</p>
<p>Working Conditions</p>	<ul style="list-style-type: none"> ● Must be competent and flexible ● Monday to Friday with 1st Saturday working