



Job Description



Core Responsibilities:

- Manage all aspects of projects to ensure the projects are aligned in accordance with the roadmap and supports the achievement of objectives
- Successfully lead projects to maintain deadlines and within budget
- Encourage and motivate team members to adhere to the responsibilities and project milestones
- Ensure internal quality check on the deliverables
- Make a comprehensive roadmap for the project to monitor and track progress
- Prepare estimates pertaining to budget for all the phases of project
- Manage day-to-day project activities
- Maintain successful and amicable relationship with clients and all stakeholders of the project
- Oversee projects to mitigate the risks and their subsequent impact on the baseline
- Ensure comprehensive documentation of project
- Contribute towards and follow PMO processes and templates



Essential Skills/ Qualification/ Experience:

- M.Tech or B.Tech / B.E.
- Project management and planning
- Ability to manage projects in matrix organization structure
- Project budgeting and expense monitoring
- Excellent written and verbal communication skills
- Team player
- Excellent organizing skills including attention to detail and multitasking
- Project Management Professional (PMP) Certified preferred