

Project Manager

Responsibilities

- Lead the projects assigned from its inception to delivery.
- Define scope, roadmaps, project plans to the projects.
- Ability to develop project/product plans, manage individual deadlines and goals.
- Knowledge of project/product metrics, including gathering, reporting, trend analysis, creation, and metrics.
- Ability to identify issues and problems, generate solutions and choose appropriate alternatives using basic root cause analysis.
- Manage project scope by assessing requirements changes, determining and conveying impact on budget, time and risk.
- Manage client expectations, anticipates operational and tactical risks and tracks them.
- Clarify, identify, and track requirements and issues, remove barriers, resolve minor project issues, and escalate to immediate manager where required.
- Stays abreast of current industry trends and new technology through professional associations, trade journals, networking, and associated training and seminars.
- Ensures that projects remain in-scope and meet budgetary, scheduling, and quality requirements.
- Creates, manages, and distributes project communications artifacts like charters, project plan, SOW schedules, estimation, and budgets.
- Provides project status updates at predetermined time intervals to all stakeholders.
- Plans and leads status review meetings, which may include internal team members, vendors, and customers.
- Responsible for training, managing, and motivating the project team, as well as resolving team conflicts team members, and other stakeholders, actively soliciting and addressing customer and project team feedback.

Qualifications

- A minimum bachelor's degree, 8 – 10 years of project management experience.
- Excellent communication, organization, time-management and leadership skills
- 5+ years of project management experience, including tracking and planning projects
- 5+ years of experience working with business stakeholders within a cross-functional matrix environment
- Expert level of proficiency with MS Project, Excel, PowerPoint, Jira, basecamp and SharePoint with experience presenting to stakeholders and / or Senior Leadership
- Excellent experience in SDLC Methodologies, Agile, SCRUM, SDLC / Waterfall
- Strong leadership, diplomatic and motivational skills including the ability to lead up, across and down multiple business and technology organizations
- Good to have PMP or similar certification.
- Should have worked on CRM tools like SFMC, Marketo, Braze, Adobe and

Hiring organization

PulseHRM

Employment Type

Full-time

Job Location

Gurgaon, Haryana

Date posted

August 1, 2024

Valid through

01.09.2024

have experience in managing.