

Job Title: Project Director
Department: Call Centre
Location: Ranchi, Harmu Road
Job Type: Full Time

Position Summary:

We are seeking an experienced Project Director for our Helpline projects. The candidate will be responsible for the overall well-being and smooth handling of the projects assigned. The successful candidate must possess the knowledge, experience and confidence to engage and professionally interact with the CHA (call handling agents) professionals, consultants and Health Advisors, Government officials and concerned personnel in planning, coordinating and protocol wise executing the work in accordance with the contract documents, schedule and budget. This individual will work closely with the prime consultant for a project and fulfill an integral role on the project.

Candidate must be professional and a personable leader committed to the overall objective and self-development within the company.

Responsibilities:

The following is a list of the major responsibilities of the Project Director:

- Preparation of the project schedule.
- Review the project plans, specifications and comment on the ongoing project, scheduling, possible cost savings measures and potential hurdle's that occurs in a BPO/helpline.
- Assist administration in preparation of project budget
- Prepare the general conditions and its costing.
- Assist in assembling the job-related office and equipment requirements.
- Have confidence in own ability to intelligently communicate with govt team/client as well as effectively lead the required details for the smooth execution.
- Expedite all queries and approvals.
- Monitor and maintain the project ongoing schedule on a weekly basis.
- Raise and discuss relevant issues at the project's meetings. Prepare & issue minutes of all meetings
- Inform the Consultant/Client of any errors, discrepancies or omissions contained within the projects.
- Expedite all CO (change order) costs. Maintain current CO logs.
- Monitor team safety and ensure that the requirements of the Occupational Health and Safety Act are enforced.
- Ensure completion of and track all independent testing and inspections as required.
- Issue monthly progress draws and invoicing to Govt officials.
- Maintain and enforce good construction standards and quality control.
- Maintain control and responsibility for the security and operation of the project.
- Control and monitor expenses.
- Prepare monthly cost forecasting summaries.
- Prepare and expedite project deficiency lists.

Qualifications:

To be considered for this position you will possess the following skills, attributes, and abilities:

- Must be CA, MBA, MCA, MSc (IT) or any Post Graduate.
- Minimum 8 Years' experience as a Project Manager on any other or similar type of projects.
- Must have understanding of team coordinating, scheduling and planning, and executing concepts and projects.
- Proficient in Microsoft Word, Excel and Presentation.
- Excellent organizational, presentation, and interpersonal skills.