

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

Position Summary:

A Project Manager is a professional in charge of ensuring their teams complete projects on time and within budget. They prevent scope creep while also managing individual tasks for their respective teams with keen attention to detail to avoid any unpleasant surprises.

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 Manager:

- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Develop a detailed project plan to track progress
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate systems, tools and techniques
- Report and escalate to management as needed
- 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

Qualifications:

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

- Must be MBA
- Minimum 2 Years' experience as a Project Manager on any other or similar type of projects.
- Proficient in Microsoft Word, Excel and Presentation.
- Excellent organizational, presentation, and interpersonal skills.
- Experience in initiating, planning, executing, monitoring, controlling and completion of different projects.