Project Manager Job Description

Job Brief:

We're looking for a project manager who typically oversees multiple projects within an organization to ensure they align with the organization's objectives and are completed successfully.The project manager is responsible for planning, executing and overseeing a portfolio of projects to achieve strategic business goals. This role involves coordinating resources, managing timelines, and ensuring effective communication among stakeholders.

Responsibilities:

- **Project Planning:** Developing project plans, including scope, objectives, timelines, and resource allocation.
- **Team Leadership:** Leading and managing project teams, including assigning tasks, providing guidance, and ensuring collaboration.
- **Communication:** Facilitating communication among team members, stakeholders, and other relevant parties to ensure clarity and alignment throughout the project lifecycle.
- **Risk Management:** Identifying potential risks and developing mitigation strategies to minimize their impact on project outcomes.
- **Budgeting and Resource Management:** Monitoring project budgets, expenses, and resource utilization to ensure projects stay on track financially.
- **Quality Assurance:** Ensuring that project deliverables meet quality standards and align with project requirements.

Qualification:

- Bachelor's degree in project management,business administration,engineering or related field (Master's degree preferred).
- Proven experience managing complex programs or portfolios of projects.
- Strong understanding of project management methodologies and best practices.
- Excellent communication, negotiation, and interpersonal skills.
- Ability to prioritize tasks, manage time effectively, and meet deadlines in a fast-paced environment.
- Proficiency in project management software and tools.
- PMP or Project management certification is a must.
- 2-3 years of relevant project management experience in a similar role.

Salary: As per Industry Standards

Experience : 10-12 Years

Location : PAN India