

Program Manager Job Description

Job Brief:

We're looking for a program manager who typically oversees multiple projects within an organization to ensure they align with the organization's objectives and are completed successfully. The program 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:

- **Strategic Planning:** Develop and implement program strategies that align with organizational objectives.
- **Project Management:** Oversee the planning, execution, and delivery of multiple projects within the program portfolio.
- **Resource Allocation:** Allocate resources effectively to ensure projects are adequately staffed and supported
- **Risk Management:** Identify and mitigate risks to project success, including budget, timeline, and resource constraints.
- **Stakeholder Communication:** Facilitate communication and collaboration among project teams, stakeholders, and senior management.
- **Quality Assurance:** Ensure deliverables meet quality standards and adhere to project requirements.

- **Performance Evaluation:** Assess program performance against established metrics and KPIs, and implement corrective actions as needed.
- **Team Leadership:** Provide guidance, support, and mentorship to project teams to foster a culture of accountability and high performance.

Qualification:

- Bachelor's degree in business administration, project management, or a 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.
- 3-5 years of relevant program management experience in a similar role.

Salary: As per Industry Standards

Experience : 10-15 Years

Location : PAN India