

## About the Role

We are looking for an experienced and highly organized Project Manager to lead and coordinate cross-functional projects from initiation to completion. You will be responsible for managing timelines, resources, and communication to ensure successful delivery aligned with business goals.

## Key Responsibilities

Lead end-to-end project planning and execution across teams and departments

Define project scope, goals, deliverables, and success criteria

Develop detailed project plans, timelines, and budgets

Manage day-to-day project activities, resources, and stakeholder communication

Identify and mitigate project risks and roadblocks

Ensure timely delivery of high-quality results

Monitor and report on project progress to leadership and stakeholders

Foster collaboration and accountability among team members

Qualifications

Strong organizational, time management, and communication skills

Proficiency with project management tools (e.g., Asana, Trello, Jira, Monday.com)

Ability to manage multiple projects simultaneously under tight deadlines

Experience working in cross-functional teams, preferably in [industry, e.g., tech, marketing, healthcare]

PMP, Agile, or Scrum certification is a plus