Job Description

**Job Title: Project Manger**

# Primary purpose of position:

As one of Australia’s fastest-growing machine learning apps on the market, we are looking for the right candidate to join our hard-working incredible team at Mentor.

Our core beliefs of Communication, Integrity and Honesty which must resonate with you and form part of your own personal core beliefs.

You will be responsible for delivering the project from concept to delivery, managing expectations, budgets and the entire scope.

# Job Details including responsibilities:

1. Initiate the Mentor app project and approve resources and plans for the project
2. Create a budget and timeline for deployment and launch
3. Monitor and coordinate the deliverable status, scope and schedule
4. Strong group collaboration and communication skills
5. Attending Educational events and other forums to make sure Mentor product is there with demonstrations.
6. Provide team with analytical advice and training when necessary
7. Liaise with key stakeholders on project status and scope
8. Report regularly while maintaining open communication with management within the business
9. Attend industry-specific events
10. Ability to translate technical information into simple concepts to clients
11. Evaluate and secure opportunities for new business for Mentor.
12. Setting up face to face meetings
13. Achieve monthly sales targets
14. Work with Product and Digital teams to market the Mentor App successfully through website and social media platforms.
15. Attend industry events representing Mentor as required.
16. Comply with safety rules, report all accidents and incidents and raise any safety issues or concerns.
17. Adhere to and comply with all Mentor policies and procedures.

**Person Specification**

* Dynamic and responsible
* Understanding of programming languages such as Java, .Net, C++
* Good understanding of scripting languages such as PHP and the ability to translate
* Experience on big data technologies
* Ability to work autonomously

## Qualifications:

Tertiary qualifications in Information Technology

2 years in a similar role

**Confidentiality Statement:**

During the course of your employment you may become aware of confidential information in relation to the company and its clients. It is a condition of this offer and your employment that this information is kept confidential by you both during and after your employment with the company.

**I acknowledge that I have read and understand what is expected of me in fulfilling the requirements of my role.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_