Are you an experienced Project Manager looking for a new challenge and an opportunity to advance your skills and career in a great work environment while leading exciting projects?  
If you are ambitious, multitasking go-getter able to thrive in the fast-paced environment and inspire your team members to keep them focused and running smoothly, we have the perfect job for you!  
We are looking for a competent Project Manager to take the lead of our projects and provide day-to-day oversight and support of administrative and operational functions in order to achieve project sustainability and success in accordance with defined target, strategies and goals.

Project Manager job description should contain the following duties and responsibilities:

* Define project scope, goals and deliverables
* Define project tasks and resource requirements
* Develop full scale project plans
* Formulate strategy and direction, develop business model, product roadmap and monetization potential
* Manage the project resource plan and budget
* Manage project issues, risks and actions
* Manage the development of appropriate documentation required by the projects i
* Lead the planning and implementation of projects
* Manage project resource allocation
* Track project deliverables using appropriate tools
* Quality assurance
* Monitor and report on progress of the project to all stakeholders
* Implement and manage project changes and interventions to achieve project outputs
* Project evaluations and assessment of results
* Perform risk management to minimize project risks
* Coordinate with external stakeholders (including members and vendors) to ensure project delivery

Project Manager job description should contain the following requirements and qualifications:

* Previous working experience as a Project Coordinator for (x) year(s)
* MA in business administration or similar relevant field
* Any additional Project Management Certifications will be considered and advantage
* In-depth knowledge of project management and development procedures
* Hands on experience in budgeting, bookkeeping and reporting
* Excellent organizational and time-management skills
* Outstanding communication, interpersonal and leadership skills
* Attention to details
* Proactive problem solver