

Job Description : Project Manager/Project Manager Trainee

As a project manager, you will be responsible for following

1. Manage / Track the project on Project Management tools
2. Document and finalize the Scope of Work including requirements and timelines by coordinating with technical team and customers.
3. Project execution schedule management and tracking
4. Be the communication medium between team and customer and identify possible flags or delay. Moderate all customer meetings
5. Track team on a regular basis and update customers with the current progress.
6. Accountability for project delivery
7. Working with technical and sales team for preparing proposals for customers
8. Develop a long-term relationship with clients through regular and open communication

Requirements

1. Experience in a similar role in a service company
2. BE / B.Tech. /BSc required, preferred MBA / PGDM.
3. Excellent communication and documentation skills
4. Ability to work under pressure and across time zones
5. Enthusiasm to learn about new technologies
6. Familiarity with SCRUM / Agile methodologies