

JOB DESCRIPTION

Job / Position Title	Project Manager	Job Category:	Managerial Role
Technology / Group	PMO	Job Code	PM / 01 /2018
Location:	Dallas, TX, US and Hyderabad , India	Position Type:	Full Time
Department	IT Development	Reporting to	VP – PMO / Operations

Role Purpose:

The Project Manager is responsible for scoping, planning, and delivering a project. Oversee all aspects of projects. Set deadlines, assign responsibilities and monitor and summarize progress of project. Prepare reports for Senior management regarding status of project. The successful candidate will work directly with clients to ensure deliverables fall within the applicable scope and budget.

Job Description

- Able to monitor and control project along the full project/product lifecycle in line with Agile SCRUM Project Management methodology in particular.
- Drive project life cycle from initiation to production and lessons learned for each of the project Ensure excellent coordination / communication between all stakeholders.
- Ensure excellent cross-functional and cross-site coordination as necessary for specific projects.
- Ensure that project priorities remain aligned with the business priorities as defined by the project justification.
- Ensure project deliverables are delivered to the quality and schedule committed as per project management plan.
- Ensure accurate tracking of time spent through application of activity reporting for all project team members.
- Ensure accurate and effective communication and reporting of key project parameters to all project stakeholders.
- High IT affinity in general, i.e. ability to quickly gain top-level understanding and interact with various subject matter experts.
- In-depth knowledge of project management methodologies, including PMP, PMI Agile Certified Practitioner (PMI-ACP) or equivalent certification.
- Strong interpersonal skills, tenacity and ability to drive results in a complex, multicultural environment and at different hierarchical levels.
- Seeking and capitalizing on the opportunities to improve productivity, improving time-to-market, improving solutions quality and improving cost effectiveness.
- Creating a culture that is based on knowledge sharing and learning from best practices.
- Exhibiting high level of professional flexibility and volunteering innovation and new ideas.
- Be able to track metrics and suggest mitigation strategies.
- Look out for Business value adds while managing the project.

Required Skills / Experience

- Graduate – in Technology / Management.
- Excellent communication, presentation, influencing, and reasoning skills to earn support of business leaders, technology leaders, colleagues, and vendor representatives.
- Proficiency with MS Office suite, including MS Project and/or Agile project management tools, Team player, self-motivated and ability to work independently and pro-actively.
- Seeking and capitalizing on the opportunities to improve productivity, improving time-to-market, improving solutions quality and improving cost effectiveness.
- Creating a culture that is based on knowledge sharing and learning from best practices.
- Exhibiting high level of professional flexibility and volunteering innovation and new ideas.
- Mentoring technical leads and developers.

- Capable of building sustainable relationships with colleagues and key individuals.
- Creative and able to think outside-the-box while defining sound and practical solutions.
- Desire to take the initiative, moving projects/ideas forward with clarity.
- Adept negotiation skills in high-pressure situations.

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