



## Job Description: Project Manager

### Description:

We are looking for an experienced Project Manager to manage organization of key client projects. Project management responsibilities include delivering every Project on time, within Budget and scope. Project Managers should have background in business skills, management, budgeting and analysis.

### Responsibilities:

- Coordinate internal resources and third parties for the flawless execution of projects.
- Ensure that all projects are delivered on-time, within scope and within budget.
- Developing Project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Ensure resources availability and allocation.
- Use appropriate verification techniques to manage changes in project scope, schedule and costs.
- Measure project performance using appropriate systems, tools and techniques.
- Report and escalate to management as needed.
- Manage the relationship with the client and all stakeholders.
- Perform risk management to minimize project risks.
- Establish and maintain relationships with third parties/vendors.
- Create and maintain comprehensive project documentation.

### Requirements:

- Great educational background preferably in the fields of computer science or engineering for technical project managers.
- Proven working experience as a project administrator in the technology sector.
- Solid technical background, with hands-on experience in app and web technologies.
- Excellent written and verbal communication skills (ES/ENG)
- Solid organizational skills including attention to detail and multi-tasking skills.
- Strong working knowledge of Microsoft Office