

Project Manager

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Company: Access Group

Location: Saddar Town

Category: other-general

Project Manager who will run, administer, organize and close all project activities in cooperation with and under the direction of the CTO, aiming at the flawless execution of the project till completion closure date. Job Description Responsible for manage, plan and execute all the activities in Professional service department. Coordinate activities, resources, equipment and information. Frequently visit clients as per the requirements of the project and to achieve client's satisfaction. Understanding, evaluating, defining and managing expectations so that clients requirements are met. Pre-approval work efforts estimation in terms of time and cost. Resourcing planing and developing scheduals for effective resource management. Team management of work integration. Controlling quality by managing deliverables completion to defined expectations. Managing changes to the project without unduly affecting the stated objectives and benefits. Maintaining and tracking requirements traceability. Change/Work request documentation and implementation using project management life cycle. Project risk analysis and proactively managing foreseen project risk, preventing and mitigating as necessary. Part of Project Management Office (PMO) to ensure projects meet organization goals and requirements. Managing Project closure by getting customer sign off on deliverables and submitting all the relevant Project Management documentation to PMO. Liaise with clients to identify and define project requirements, scope and objectives. Make certain that clients' needs are met as the project evolves. Help prepare project proposals, time frames, schedule and budget. Monitor and track project's progress and handle any issues that arise. Act as the point of contact and communicate project status adequately to all participants. Use project management tools to monitor working hours,

budget, plans and money spend. Report and escalate to management as needed. Create and maintain comprehensive project documentation, plans and reports. Job Specification 7-8 years of experience in project management in a related field. Previous experience in cooperating with CTO/ Higher Management for the delivery of projects. Strong analytical and problem-solving skills. Information Technology and Services - Karachi, Pakistan

#J-18808-Ljbffr

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