

# Project Manager

## JOB DESCRIPTION

### Summary/Objective

Our Growing company is seeking to hire a project manager who will oversee and managing ongoing projects. This task involves monitoring project plans, schedules, inventory management, budgets, and expenditures while ensuring that project milestones and deadlines are met in a timely manner

As a successful project manager, you will need to have exceptional organizational skills and be able o effectively multitask around an ever-evolving schedule. This candidate will need to work on tight deadlines, be competent in using Microsoft Software applications such as Outlook, Word, and Excel. It is necessary to have very strong verbal, written, and presentation skills

### Project Manager Responsibilities:

- Maintaining and monitoring project plans, project schedules, inventory, budgets and expenditures.
- Leading, organizing, attending and participating in project meetings. Documenting and following up on important actions and decisions from meetings.
- Developing and maintaining strong customer focused relationships
- Ensuring project deadlines are met.
- Effectively Managing change through the lifecycle of the project
- Managing administrative support.
- Aligning and assigning project tasks as required.
- Developing and implement project strategies. Assessing project risks and issues while providing solutions where applicable.
- Accountable for ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Ensure customer views are managed towards the best solution.
- Create a project management calendar for fulfilling each goal and objective.

### Project Manager Requirements

- Bachelor degree in business or related field of study
- Three to five years' experience in related field
- Ability to work effectively both independently and as part of a team
- Proficient using the typical Microsoft applications
- Ability to work on tight deadlines
- Some travel required

