

Job Title – Project Manager

Position - 1

Job Location – Sonipat (Delhi/NCR)

Job Responsibilities:

- Coordinating internal resources and vendors for the flawless execution of projects.
- Ensuring 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 resource availability and allocation.
- Develop a detailed project plan to track progress.
- 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.
- Proven working experience as a project administrator in the information technology sector.
- Solid technical background, with understanding or hands-on experience in software development and web technologies.
- Excellent client-facing and internal communication skills.

Contact Detail:

hr@jgu.edu.in / rganderwal@jgu.edu.in
8930800145