



<b>Job Title</b>	Project Manager
<b>No of positions</b>	2
<b>Work location</b>	Romania- Timisoara
<b>Essential Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Establishes oneself as the primary individual accountable for the project</li> <li>• Manages day-to-day operational aspects of a project and scope.</li> <li>• Creates and executes project plans, revises as appropriate to meet changing needs and requirements.</li> <li>• Create and maintain a project schedule with the appropriate level of detail to ensure that all tasks are complete and resources are utilized efficiently.</li> <li>• Identifies resources needed and assigns individual responsibilities</li> <li>• Ensure that each function represented on the project team has a schedule they are using to measure their own progress and status.</li> <li>• Effectively applies appropriate methodology and enforces project standards.</li> <li>• Enforces review and quality assurance procedures.</li> <li>• Minimizes exposure and risk on project.</li> <li>• Ensures project documents are complete, current, and stored appropriately</li> <li>• Create a project culture of shared ownership with project leads.</li> <li>• Leads, facilitates, schedules project kick off meetings / status meetings / working sessions.</li> <li>• Drive project / project team for accountability, decision-making and closure.</li> <li>• Responsible for all aspects of project status reporting</li> <li>• Ensure the timely procurement of equipment, software licenses, customer data, etc. which are required for project completion.</li> <li>• Make use of capacity planning and forecasting information.</li> <li>• Ensure the concept of Resource Loading is taken into account with every schedule and that it ties off with resource availability via capacity planning.</li> <li>• Tracks and reports team hours and expenses on a weekly basis.</li> <li>• Manages project budget</li> <li>• Facilitates team and client meetings effectively.</li> <li>• Holds regular status meetings with project team.</li> <li>• Effectively communicates relevant project information to superiors.</li> <li>• Resolves and/or escalates issues in a timely fashion.</li> <li>• Understands how to communicate difficult/sensitive information tactfully.</li> <li>• Possesses general understanding in the areas of application programming, database and system design.</li> <li>• Consistently acknowledges and appreciates each team member's contributions.</li> <li>• Effectively utilizes each team member to his/her fullest potential.</li> <li>• Motivates team to work together in the most efficient manner.</li> <li>• Keeps track of lessons learned and shares those lessons with team members.</li> <li>• Mitigates team conflict and communication problems.</li> </ul>

<p><b>Desired Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Bachelor's degree in related field or equivalent experience</li> <li>• PMI Certification, working towards obtaining or approved equivalent which may include experience, is a plus</li> <li>• 2 to 4+ years of progressively responsible and successful project management experience, to include concurrent management of all aspects and stages of multiple concurrent project/s.</li> <li>• Ability to work non standard hours (e.g. global project team / time zone considerations).</li> <li>• 2+ years of solid Microsoft Project experience.</li> <li>• 2+ years managing financial aspects of projects (e.g. earn vrs burn, actual to estimates variance, EMV).</li> <li>• Solid understanding of SDLC.</li> <li>• Solid understanding of Waterfall, Incremental, and Agile development methodologies</li> <li>• Related software industry experience</li> <li>• Strong knowledge of project methodology required</li> <li>• Ability to use a personal computer with proficient skills in business applications such as Microsoft Office and Lotus Notes. Project Management software tools skills preferred</li> <li>• Working knowledge of Business and/or IT applications required</li> <li>• Strong verbal and written communication skills as well as negotiation skills</li> <li>• Strong leadership skills</li> <li>• Strong organizational and time management skills</li> <li>• Strong problem assessment and solving skills</li> <li>• Strong attention to detail and analytical skills</li> <li>• Ability to handle stressful and sometimes confrontational situations</li> </ul>
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