

Project Management and Business analysis

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Company: Amaris Consulting

Location: Poland

Category: business-and-financial-operations

Job description

As a Project Manager, you will be responsible for planning, overseeing, and leading projects from ideation through to completion. Your role will involve coordinating with cross-functional teams, ensuring that projects are delivered on time and within budget, and maintaining effective communication with stakeholders.

Key Responsibilities:

Plan and implement projects

Define project scope, goals, and deliverables

Define tasks and required resources

Develop full-scale project plans

Assemble and coordinate project staff

Manage project budget

Manage project resource allocation

Plan and schedule project timelines

Track project deliverables using appropriate tools

Constantly monitor and report on progress of the project to all stakeholders

Present reports defining project progress, problems, and solutions

Implement and manage project changes and interventions to achieve project outputs

Project evaluations and assessment of results

Required Skills:

Proven working experience in project management

Excellent client-facing and internal communication skills

Excellent written and verbal communication skills

Solid organizational skills including attention to detail and multitasking skills

Strong working knowledge of Microsoft Office and project management tools

Bachelor's Degree in appropriate field of study or equivalent work experience

Project Management Professional (PMP) / PRINCE II certification is a plus

Example Tasks:

Develop and maintain project plans, schedules, and budgets

Coordinate resources, equipment, and information

Liaise with clients to identify and define project requirements, scope, and objectives

Ensure that clients' needs are met as the project evolves

Monitor and track project 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

Issue all appropriate legal paperwork

Report and escalate to management as needed

Create and maintain comprehensive project documentation, plans, and reports

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