



<https://staging.leadwords.com/career/associate-project-manager/>

Associate Project Manager

Description

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Diversity & Inclusion

We are an Equal Opportunity Employer and seek to hire the best candidate regardless of age, beliefs, disability, ethnicity, gender or sexual orientation.

- Lead end-to-end project management for international projects, overseeing seamless execution from initiation to completion, and guide the development team through the entire life cycle.
- Efficiently allocate and mobilize project resources for optimal team performance.
- Provide regular daily and weekly reports to internal management and external partners/customers, ensuring stakeholders are informed of project progress.
- Develop comprehensive project documentation, including SOW (Statement of Work), Project Plans, Questionnaires, Pre-requisites, Checklists, and UAT (User Acceptance test) plans.
- Obtain customer sign-off for project requirements through the FS (Functional Specification) process and manage change requests for flexibility.
- Ensure the team prepares detailed functional and technical design specifications.
- Deliver systems for UAT, ensuring quality and timely completion, and execute client-side system implementation.
- Develop and obtain customer sign-off for the implementation plan, closely monitoring its execution.

Responsibilities

- Bachelor's OR master's degree in management, CS, or PM.
- 4 to 5 years of Project Management / PMO experience handling local and International IT Projects (Onsite or Remote) – should have managed at least two large scale Projects.
- PMP Certification is required.

Hiring organization

VaporVm

Employment Type

Full-time

Job Location

Lahore, Pakistan

Date posted

July 9, 2024