

## **JOB DESCRIPTION**

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**ROLE:** Executive - Project Management

**SALARY AND BENEFITS:** Negotiable

**REPORTS TO:** Asst. Manager – Project Management

**LOCATION:** Vadodara

**JOB TIMING:** 12:00pm to 9:00pm (IST)

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### **PRIMARY RESPONSIBILITIES:**

- Primarily responsible for monitoring developmental activities of ongoing projects.
- Managing communications, follow-ups and coordination with stake holders and external vendors.
- Providing senior management insight into "what is happening" and "where things are going" within the organization.
- Defining milestone wise project timelines (i.e. Project master schedule) as per organization's goal.
- Identify the project specific bottle-neck & highlighting the same to management to decide timely forward strategy.

### **SECONDARY RESPONSIBILITIES:**

- Preparation and management of Yearly Budget and Filing/Launch plan towards achievement of Organization's goal.
- Ad hoc projects when required.
- Any other duties as required.

### **ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES:**

- Previous experience in a similar role is required.
- Clear communication skills both written and verbal.
- Can demonstrate excellent analytical skills.
- Ability to demonstrate openness to change.
- High attention to detail.
- A conscientious and innovative individual who shows attention to detail.
- Possess good working knowledge of Microsoft Office.

**Cab services available for Female candidates (Pickup & Drop).**