

PM IT Infra



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Phone :

Web :

Job Summary

Vacancy :

Deadline : Aug 04, 2024

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Employment Status : Full Time

Experience : 1 - 3 Years

Salary :

Gender : Any

Career Level : Middle

Qualification : Bachelor Degree

Job Description

1. Plan, execute, and oversee IT infrastructure projects from inception to completion.
2. Define project scope, goals, and deliverables in collaboration with senior management and stakeholders.
3. Develop detailed project plans, including timelines, resource allocation, and budget management.
4. Coordinate internal resources and third parties/vendors for the flawless execution of projects.
5. Manage changes to the project scope, schedule, and costs using appropriate verification techniques.
6. Track project performance, specifically to analyze the successful completion of short and long-term goals.
7. Ensure that all projects are delivered on-time, within scope, and within budget. Report and escalate to management as needed.
8. Perform risk management to minimize project risks.
9. Create and maintain comprehensive project documentation.
10. Foster a collaborative team environment and build strong relationships with stakeholders.

Education & Experience

Minimum Bachelor degree in Computer Science, Information System, or Information Technology

Must Have

1. At least 1-2 years working experience in developer
2. Leadership, critical thinking and analytical skills
3. Problem solving, analyze, evaluate and identify solution
4. Effective communication skill with ability to influence
5. Preferably someone who experience in managing team using agile principles and has knowledge of insurance
6. Experience using tools JIRA, Microsoft 365 and VPN Global Protect Willing to work WFO

Educational Requirements

Bachelor Degree

Compensation & Other Benefits

Competitive salary and benefits package, Opportunity for professional growth and development.