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|  | <b>Project Manager</b><br><br><b>Job Description</b> |  | <b>Document Number:</b><br><br>JD-PRJ-10.01 |
|   | <b>Department:</b><br>Projects                       | <b>Effective Date:</b><br>May 19, 2023 | <b>Revision No</b><br>0                     |

## REASON FOR EXISTENCE

Project manager is responsible for the direction, coordination, implementation, execution, control and completion of project, while maintaining alignment with strategies, commitments and goals of the organization.


## DUTIES AND RESPONSIBILITIES

1. Responsible in developing detailed project plans, ensuring resource availability and allocation and delivering every project on time within budget and scope.
2. Responsible for ensuring that the project has clear purpose which is understood by each and every one involved in the project by clearly discussing with the team the project main goal.
3. Responsible for ensuring that each team member has a clear role and that their resources have been agreed with their line manager by making sure they have all the resources needed before the project start and that they are guided with their individual task and deliverables.
4. Responsible for clarifying the goals of the project and making sure that every action is moving the project towards its goals by making sure each member of the project team knows the status of the project thru weekly meeting, that they clearly understand and that they know by heart our Project Go Live.
5. Prepare annual budget by forecasting revenues and expenses based on historical data and sales pipelines to set target for the period.
6. Formulate and execute plans and programs by preparing company policies and procedures through regular coordination, follow ups and meeting with all concerns to deliver commitments to internal and external customers.
7. Review policies and procedures and recommend improvements of processes and guidelines by collaborating with the team and other department heads, benchmarking with best industry practices and implement audit recommendations to continuously adopt with the changing needs of the business

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8. Generate KPI reports, monitor and ensure that targets are achieved by monitoring compliance on the established policies and procedures as well as updating processes based on the improvements generated from the review and actual implementation to meet customer requirements.
9. Conducts performance management by evaluating and discussing key performance indicators (KPI) results to direct reports and come up with action plans to improve team's performance.
10. Identify and address staff training and coaching needs by doing scheduled one on one session using coaching log sheet and key incident journal to ensure that the direct reports are highly motivated, engaged and enthusiastic in delivering service to our customers.
11. Outline and plan developmental objective and career goals of direct report by identifying knowledge, skills and abilities to pursue in selecting trainings and developmental activities needed.
12. Recommend and initiate the selections and hiring of new employees by conducting paper screen and interviews to ensure that job specifications are met.
13. Any other responsibility that is deemed required by the management.

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### QUALIFICATIONS:

- Graduate of Bachelor's degree
- Computer literate, knowledgeable in office application suite.
- More than 5 years of experience in similar position; experience with operations preferred.
- Have a flare for numbers, work well with people, aggressively anticipate impacts of workload/issues to team deadlines and have a very positive work attitude.
- Strong organizational, analytical and interpersonal skills.
- Self-motivated to learn new concepts and participate in new projects.
- Has excellent verbal and written communication skill.
- With proven people skills.
- Excellent leadership skills and should be able to drive change.
- Flexibility and stress tolerance.
- Strong ability in training, motivating and coaching.
- Systematic and detailed oriented.
- Problem solving skills.

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