

	Information Technology Project Manager Job Description		Document Number: JD-SS-07.02
	Department: Information Technology	Effective Date: June 14, 2016	Revision No 0

I Reason for Existence

Information Technology (IT) Project Manager acts as consultant for process integration & operational projects, and to ensure projects are implemented in professional manner to support business growth. He/ She assists in managing system development and enhancement projects in designated business stream to meet its business needs.

II Immediate Leader

Reports to the Senior Vice President (SVP) - Chief Finance Officer/Chief Resource Officer.

III Duties and Responsibilities

1. Work with business and operation to identify business needs, collect business requirements & propose solutions.
2. Communicate with customers in system integration and collaboration.
3. Collaborate with business teams and development teams in project management, planning, requirements study & testing.
4. Handle IT requests from designated business stream and provide technical support on customized systems.
5. Gather user requirements and translate into IT solution to provide business solution for development improvement.
6. Provide technical and operation support on customized systems to ensure smooth process.

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7. Coordinate internal colleagues in system development, implementation & enhancement.
8. Verify application results by conducting system audits of technologies implemented.
9. Complete projects by coordinating resources and timetables with user departments and data center.
10. Handle adhoc projects.
11. Perform other functions as assigned by his/her immediate superior.

IV Minimum Qualifications

1. University degree holder in Computer Science, Industrial Engineering, Supply Chain Engineering or related discipline; Master in Business Administration (MBA) or Master in Information Technology (MIT) is highly preferred.
2. Minimum of 7 years solid experience as IT business relations partners in driving process mapping and revamp, with at least 5 years supervisory experience.
3. At least 5 years of experience in IT system implementation, business analysis or project management.
4. Strong analytical and programming skills preferably in Object Oriented Languages.
5. Knowledgeable in inventory management and business systems in supply chain management.
6. Excellent both in oral and written communications.
7. Ability to work independently and pro-actively in a dynamic environment.

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