

Project Manager Job Description

OVERVIEW

Milearth Softech is into development of Web Applications and Native Mobile Applications. The Web Developer will contribute alongside the Web & Mobile app development team for Front-End Development and Backend Development. If needed, collaborate with Android & iOS Developers to design back-end architecture and planning while driving the back-end execution. The appropriate candidate who meets below requirements will join a talented team of developers working on a product getting build on Web, Android & iOS platforms. New team members are expected to work with fellow developers for product development and enhancement with proficiency in below mentioned:

Skills

- Leadership Skills:
- Time Management:
- Math and Budgeting:
- Analytical Skills:
- Project Management
- Process Improvement
- Planning
- Performance Management
- Inventory Control
- Verbal Communication

CANDIDATE ARE EXPECTED TO HAVE EXPERIENCE / KNOWLEDGE OF

- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation and Create and maintain comprehensive project documentation.
- Develop a detailed project plan to monitor and track progress
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
- Measure project performance using appropriate tools and techniques and Perform risk management to minimize project risks
- Report and escalate to management as needed
- Meet with clients to take detailed ordering briefs and clarify specific requirements of each project
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Develop comprehensive project plans to be shared with clients as well as other staff members
- Develop spreadsheets, diagrams and process maps to document needs