

Project Manager

Job Responsibilities:

- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that projects are delivered on-time, within the scope and within budget
- Measure project performance using appropriate tools and techniques
- Manage the relationship with the client and all stakeholders
- Create and maintain comprehensive project documentation
- 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
- Attend conferences and training as required to maintain proficiency
- Visit to outstation for project implementation
- Find the resource persons for various events, and coordinate with them.
- Perform other related duties as assigned

Minimum Educational Qualifications:

Bachelor's degree in any subject. Other things equal to a higher degree would be an advantage.

Work experience: 0-5 Years

Other requirements:

- Proven track record of strong written and oral communication skills including the ability to independently produce research papers, reports.
- High level of competence with commonly used software such as Word, Excel and PowerPoint.
- Ability to manage a team of 6-7 staff

Date of joining: immediate requirement

No of Openings: 2

The ideal candidate will be a dynamic self-starting person with a willingness to learn. This position offers high visibility and scope for professional growth. Remuneration will be based on qualifications and experience. Please apply with a CV and names of two references to **info@kalingakusum.in**