Project Manager

Scholly is looking for a Project Manager to join our team!

The ideal candidate for this position will be in charge of managing the full project cycles from concept, scope design, scheduling, implementation, testing and delivery. He or she will be participating in project definitions, planning, scope analysis, internal and external communications, including enhancing and improving current processes.

Responsibilities:

- Define project scopes, goals, and deliverables that support successful implementation of the strategic plan in collaboration with any related departments.
- Monitor and manage the project schedule to ensure work is completed on time, within budget, making necessary adjustments and directing project resources accordingly.
- Prepares project documents: project plan, project charter, scope, and project schedules and obtains appropriate level of approval for each document for projects and/or sub teams assigned to ensure appropriate understanding of expectations among all involved organizational levels.
- Define, collect, and monitor implementation metrics, including key performance indicators and efficiency metrics.
- Managing of all phases of a project, in close coordination with the Head of Business Development
- Identify opportunities to improve project management process and development improvement activities. Identify and elevate risks to project stakeholders and develop mitigation strategies prior to becoming an issue
- Develop and refine processes to ensure progress against stated goals and transparency across teams through regular updates and status meetings.
- Proactively communicate project information to all stakeholders, throughout the duration of the assignment and post implementation to make certain all impacted stakeholders have an understanding of project status, financials, risks, issues and activities related to the project.
- Train appropriate parties on new system/process; create training guides or materials as necessary.
- Fosters good communication between various teams and ensures accountability of team members.
- Use strong organizational and time management skills to meet aggressive deadlines and shifting priorities.
- Practical problem solving and strategic thinking skills, critical thinker with excellent judgment and initiative.

Qualifications:

- 3-5 years of project management experience
- Strong technical & analytical skills and understanding of databases
- Excellent organizational and communication skills
- Track record in business analysis and process improvement;
- Solid analytical skills and ability to understand and resolve complex problems;
- Experience in working with large sets of data including data manipulation in logical data structures and reconciliations;
- Expertise in Microsoft Excel, Word, PowerPoint, MS Project.

If interested, please email us at **careers@myscholly.com**