



WE'RE HIRING!

 **SVI**
Your Global Solutions Partner

PROJECT MANAGER (OPERATIONS)

Responsibilities

- Plans, directs, and coordinates all phases of multiple consulting engagements. Likewise, plans and monitors the progress of the team/s for compliance with the standards and detailed development plans.
- Manage operational procedures of the project from setting up to production.
- Make sure the project team members are trained to complete the defined roles before the start of production
- Manage overall operations of the project
- Manage the project planning process and ensure key performance indicators (KPIs) are in place and project targets are met
- Documenting procedures for third-party monitoring and checking.
- Serve as primary point of contact with client for questions or feedback
- Provide all stakeholders with status and progress updates throughout the project
- Work closely with the operations head and team leaders to ensure we are utilizing the man power resources affectively
- Responsible for the effective and successful management of labor, productivity, quality control and safety measures.
- Provide direction and support to project team to make sure production targets are met

Skills

- Candidate must possess at least a Bachelor's/College Degree in Business Studies/Administration//Management or equivalent
- Has at least 2–3 years of experience in project management, operations or any related field.
- Experience in handling large teams is an advantage.
- Candidate must be willing to work in Ortigas, Pasig City.
- Must be available to work as soon as possible.
- Must be willing to be assigned in project sites within Metro Manila.
- Working Experience must be related to IT or BPO industry.

Qualifications

- Addressing operational concerns and issues, monitoring overall customer satisfaction
- Developing and implementing operational procedures and policies
- Analyzing training needs/requirements
- Excellent interpersonal communication and organizing skills to coordinate project activities
- Ability to communicate with others effectively
- Ability to conduct research for special projects, respond timely inquiries, and present written/ oral briefings
- Ability to work with details and time-sensitive issues
- Good decision-making skills and response to high-pressure situations

Salary range:
P65,000 - P150,000
*Offer Based on Over-all Assessment

Get in touch with SVI-HRD
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For more information, visit
www.svi.com.ph