



WE'RE HIRING!

 **SVI**
Your Global Solutions Partner

PROJECT MANAGER

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 manpower resources effectively
- ❖ 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

- ❖ 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

Qualifications

- ❖ 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 willing to be assigned in project sites within Metro Manila
- ❖ Working experience related to IT or BPO industry is an advantage

Get in touch with **SVI-HRD!**
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For more information, visit
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