



JOB DESCRIPTION

PROJECT MANAGER

We are seeking an experienced and highly skilled Project Manager to join our team. As a Project Manager, you will be responsible for overseeing and successfully delivering projects from initiation to completion, ensuring they are executed within scope, budget, and timeline. You will collaborate with cross-functional teams, stakeholders, and clients to define project objectives, develop project plans, allocate resources, and monitor progress. The ideal candidate has exceptional leadership, organizational, and communication skills, along with a proven track record of managing complex projects in a fast-paced environment.

Responsibilities:

1. Project Planning and Initiation:

- Collaborate with stakeholders to define project objectives, scope, and deliverables.
- Develop comprehensive project plans, including timelines, milestones, and resource allocation.
- Conduct feasibility assessments, risk analysis, and contingency planning.
- Secure project resources, including personnel, equipment, and budgetary requirements.
- Obtain necessary approvals and ensure project alignment with organizational goals.

2. Project Execution and Monitoring:

- Lead project teams, providing clear direction, guidance, and support throughout the project lifecycle.
- Monitor project progress, identify potential risks, and implement mitigation strategies.
- Conduct regular project status meetings, track project milestones, and report on progress to stakeholders.
- Manage project scope, ensuring any changes are properly evaluated, approved, and communicated.
- Monitor and control project budget, expenses, and resource utilization.
- Ensure adherence to project management methodologies, best practices, and quality standards.

3. Communication and Stakeholder Management:

- Foster effective communication and collaboration among project team members.
- Act as a primary point of contact for stakeholders, addressing concerns, and providing project updates.
- Manage stakeholder expectations and ensure timely and accurate communication.
- Prepare and present project reports, presentations, and documentation as required.
- Facilitate effective decision-making and conflict resolution within the project team.

4. Project Closure and Evaluation:

- Conduct project reviews, capturing lessons learned, and identifying opportunities for improvement.
- Ensure project documentation is complete, accurate, and archived for future reference.
- Obtain client sign-off on project deliverables and facilitate a smooth transition to operations.
- Celebrate project success and recognize the contributions of team members.



TWIN RAMS
MEDIA GROUP INC

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PROJECT MANAGER

Requirements:

- Bachelor's degree in a relevant field (e.g., project management, business administration).
- Proven experience as a Project Manager, successfully delivering projects on time and within budget.
- In-depth knowledge of project management methodologies, tools, and best practices.
- Strong leadership skills, with the ability to motivate and guide cross-functional teams.
- Excellent communication and interpersonal skills, including the ability to effectively interact with stakeholders at all levels.
- Exceptional organizational and time management abilities, with strong attention to detail.
- Analytical and problem-solving mindset, with the ability to anticipate and address project-related challenges.
- Proficiency in project management software and tools.
- PMP certification or equivalent is a plus.

Join our dynamic team and take on challenging projects that will shape the future of our organization. As a Project Manager, you will play a key role in driving successful project outcomes while contributing to the growth and success of our company.

