

Senior Project Manager

Job Description

- Conduct Project Kick-off
- Lead requirement gathering session
- Ensure solution can fulfill customer requirement
- Manage project timeline (including detailed schedule like requirement gathering sessions, training sessions, UAT sessions)
- Communicate with vendors (Timeline, Billing Delivery)
- Hardware procurement monitoring
- Reserve project obstacles (project delay, quality problem, scope creep, etc.)
- Regular meeting with customer (if any)
- Ensure handover to Support Team
- Billing Management (Vendors & Customer)
- Arrange resources for on-site support
- Maintain team morale when facing challenges

Job Requirements

- Diploma, Bachelor's Degree of IT or business discipline, or background in technology environment delivering solutions or projects
- Excellent project management skills and high-quality successful project delivery experiences
- Strong coordination and communication skills to manage project team activities
- Good sense of problem locating, priority, and time management
- Result oriented, with strong analytical and problem-solving capabilities, able to drill down to details to ensure the progression for the respective projects
- Good reporting/documentation skills to ensure timely, clear, and concise information flow among all stakeholders
- Passionate and able to multitask and learn in a fast pace environment, comfortable to face with urgent requests with clear mindset of processes
- Technical skills/background in network/system is added advantage
- At least 5 Year(s) of working experience in the related field is required for this position.
- Required Skill(s): WMS, any ERP such as SAP, Dynamic, Oracle, TMS etc.
- Preferably Senior Executive specialized in IT/Computer - Software or equivalent.