**Project Manager job Description**

Job brief

We are looking for an experienced Project Manager who will take on the management of key client projects with the goal of delivering every project on time, within budget and within scope.

Responsibilities

* Coordinate internal resources and third parties/vendors for the flawless execution of projects
* Ensure that all projects are delivered on-time, within scope and within budget
* Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
* Ensure resource availability and allocation
* Develop a detailed project plan to monitor and track progress
* Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques
* Measure project performance using appropriate tools and techniques
* Report and escalate to management as needed
* Successfully manage the relationship with the client and all stakeholders
* Perform risk management to minimize project risks
* Establish and maintain relationships with third parties/vendors
* Create and maintain comprehensive project documentation

Requirements

* Very good educational background, preferably in the fields of computer science or engineering
* Proven working experience in project management in the information technology sector
* Solid technical background with understanding and/or hands-on experience in software development and web technologies
* Excellent client-facing and internal communication skills
* Excellent written and verbal communication skills
* Solid organizational skills including attention to detail and multi-tasking skills
* Strong working knowledge of Microsoft Office
* PMP / PRINCE II certification is a plus.