

Temporary Project Manager

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Company: tbo

Location: Argentina

Category: arts-design-entertainment-sports-and-media

The Project Manager is responsible for ensuring the successful planning, execution, tracking, delivery and reporting of projects. The ideal candidate is a driven but steady individual, capable of building relationships across the organization.

Responsibilities:

Project planning, scoping, requirements gathering and validation with clients.

Identifying and working with the relevant client and internal stakeholders to plan and resource projects.

Risk analysis and contingency planning (plan-do-check-act cycle).

Leading the internal and external team to successful execution and delivery of client projects.

Creating schedule and monitoring timeliness of delivery.

Managing the budget and controlling project costs.

Establishing and nurturing relationships with the customer, internal teams and external suppliers.

Overseeing project activities and ensuring resolution to any problems that may arise (corrective actions).

Actively seeking ways to optimize delivery, client satisfaction, quality and profitability.

Reporting, both in written and verbal form, to internal and external stakeholders regarding project progress on a regular and ad hoc basis as required.

Overview

Ensuring finance systems are kept up to date and accurate.

Process documentation and knowledge management.

Ensuring profit of the project is maintained through the management of margin.

Measures of success

Delivery of services in line with core KPIs for project management, which include but are not lin

client satisfaction;

on-time delivery;

cost control and profitability;

revenue throughput;

Client growth.

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