



ROLE: Project Management
LOCATION: Noida
TOTAL EXPERIENCE: 2-5 Yrs.

Vacancy ID -002/Feb16

JOB TITLE	Project Management
ORGANIZATION	MPS Ltd.
DISCRIPTION / PROFILE	<ol style="list-style-type: none">1. Manage programs in order to achieve financial goals, critical dates and suitable quality2. Participates in project workflow development, budgeting, and schedule planning to achieve product goals3. Facilitates timely, relevant communications from point of startup through completion and resolves or routes queries effectively4. Manage project planning and processes from initiation to closing5. Anticipate and trouble shoot issues at an early stage6. Responsible for product delivery and timely, adequate and accurate communication7. Estimate, budget, track and control costs, adhere to business plans and escalate issues in a timely manner8. Prepare regular and ad hoc reports as required: Track and report on project milestones and provide status reports9. Coordinates acquisition of materials and information required for delivery10. Manage programs in order to achieve financial goals, critical dates and suitable quality11. Participates in project workflow development, budgeting, and schedule planning to achieve product goals12. Facilitates timely, relevant communications from point of startup through completion and resolves or routes queries effectively

	<ol style="list-style-type: none"> 13. Manage project planning and processes from initiation to closing 14. Anticipate and trouble shoot issues at an early stage 15. Responsible for product delivery and timely, adequate and accurate communication 16. Estimate, budget, track and control costs, adhere to business plans and escalate issues in a timely manner 17. Prepare regular and ad hoc reports as required: Track and report on project milestones and provide status reports 18. Coordinates acquisition of materials and information required for delivery 19.
<p>ELIGIBILITY</p>	<p>Graduate, preferably an MBA PMP certification an asset</p> <ul style="list-style-type: none"> • Manage programs in order to achieve financial goals, critical dates and suitable quality • Participates in project workflow development, budgeting, and schedule planning to achieve product goals • Facilitates timely, relevant communications from point of startup through completion and resolves or routes queries effectively • Manage project planning and processes from initiation to closing • Anticipate and trouble shoot issues at an early stage • Responsible for product delivery and timely, adequate and accurate communication • Estimate, budget, track and control costs, adhere to business plans and escalate issues in a timely manner • Prepare regular and ad hoc reports as required: Track and report on project milestones and provide status reports • Coordinates acquisition of materials and information required for delivery