



**Designation** : **Project Manager**  
**Reporting to** : **Head of Project Management**

**Key Responsibilities:**

- *Manage internal and external projects as and when assigned by the Company.*
- *Creates and maintains a project plan that communicates tasks, milestones, dates, status and resource allocation.*
- *Ensures the projects are delivered to customers according to the project scope specifications especially in terms of timelines, quality and costs defined.*
- *Acts as the main interface between the Company and the Customer's Project Team or owners.*
- *To work hand in hand with the Company's Account Managers to manage, understand and deliver the Customers' needs and expectations.*
- *Prepares and provide timely reports to Senior Management and the Project Management Office.*
- *Participates and contributes towards the company's efforts in implementing good project management practices, including but not limited to usage of the CMMI practices and other project management international standard.*

**Requirements:**

- *Candidates should possess Degree in I.T, Business or equivalent work experience.*
- *Candidates with a Certification in Project Management is an added advantage*
- *Excellent verbal and written skills in Bahasa Malaysia and English.*
- *Experienced in IT Project planning, implementation and management.*
- *Minimum 3 years experience in managing project preferably project sizing more than RM5 mil.*
- *Experience with customers from the Public and Financial Sectors. MNC experience an advantage.*
- *Able to manage and lead projects involving multi-functional teams comprising of Sales, Hardware Development, Software Development, Customer Service, Third Party Partners, etc.*
- *Must be able to handle multiple concurrent tasks and able to manage his/her time and deliverables to meet the Projects' requirements*
- *IT literate. Proficient with Microsoft Office and Project.*

**Compensation and Benefits**

- *Basic Salary from RM4,000 to RM7,000*
- *Bonus based on performance*
- *Insurance coverage ( Personal accident, Term Life Insurance, Group Hospitalisation and General Practitioner visits)*
- *14 days annual leave*
- *5-days a week*
- *Contract for 1 year*

*Other reasonable responsibilities may be assigned to you from time to time based on the needs of the Company.*

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