



**Job Reference ID: WTPUNPM**

**Designation: Project Manager**

**Relevant Experience:** More than 6 Years in IT industry

**Position(s):** 1

**Location:** Pune

**Contact:** [careers@wishtreetech.com](mailto:careers@wishtreetech.com)

**Job Description:**

- Responsible for technical/operational leadership of a project or group of projects.
- Defines, generates, and reviews project requirements documentation.
- Monitors project to ensure work scope and schedule are well defined and maintained.
- Provides the coordination between resource managers/supervisors and ensures all necessary reviews and approvals are received.
- Communicate frequently with client stakeholders to oversee all aspects of project management
- Conducts lessons learned analyses during phase-down to benefit future/other projects.
- Coordinate internal resources and customer team members for the flawless execution of projects.
- Ensure that all projects are delivered on-time, within the scope and within budget.
- Lead the project scope definition and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Ensure resource availability and allocation through appropriate forecasting.
- 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.
- Successfully manage the relationship with the client and all stakeholders.
- Perform risk management to minimize project risks.
- Provide trainings and demonstrations to customers and prospects
- Be able to produce documentation (manuals, guides, requirements specs, design documents) as per the demands of the project(s).
- Be prepared to travel to customer locations, domestically and internationally.

**Requirements:**

- Minimum of 2 years of experience in managing software projects.
- Experience in Software Project Management using industry standard methodologies.
- Knowledge and deep understanding of Agile & Waterfall software development.
- Experience in managing international customer accounts.
- Knowledge of one among JIRA, Trello, Asana, Zoho Projects or an equivalent tool is mandatory.
- Strong interpersonal skills to be able to get the best out of team members.
- Excellent communication skills – oral and written.
- Must have experienced the project lifecycle (cradle to grave) multiple times .
- CSM or PSM certification may be looked upon favourably.



- Proven ability to complete projects according to outlined scope, budget, and timeline.
- Previous experience of working on any United Nations or World Bank project will be looked upon favourably.
- Previous work-related international experience will be looked upon favourably.