

Project Manager

Number of Posts: 1

Contract Type: indefinite

Job description:

The Project Manager is accountable for the successful execution of projects assigned as a primary responsibility, in addition to the oversight of other junior project managers and their projects. The entire lifecycle of a project i.e. pre-sales project handover, project contract management, planning, controlling, billing, execution, quality control, and closing is fundamental to this responsibility. Customer satisfaction and project profitability are the main focus areas for this position.

The Project Manager is responsible for planning and scheduling of resources and optimizing resource utilization across the entire company. As part of the responsibilities the Project Manager also needs to be able to manage Subcontractor engagements end-to-end in combination with HR and PMO.

Tasks and Responsibilities:

- ✓ Ensure that communication between departments is ongoing and continuously improved
- ✓ Work closely with the PMO team in a supporting role
- ✓ Detailed resource planning across all projects ensuring optimisation of resource utilisation
- ✓ Identifying training needs of staff to ensure optimal performance across all business functions.
- ✓ Providing leadership to teams and motivating staff to achieve project and company goals
- ✓ Ensure Key Performance Indicators for staff efficiency and billability are in place and targets are met in conjunction with management
- ✓ Managing project budgets with PMO team across the different services and align resource planning to align to these budgets.
- ✓ Suggest new policies and procedures relating to the improvement of Key Performance Indicators.
- ✓ Together with PMO team, develop project plans, achieve approval, manage a project's implementation and provide management with progress reports.
- ✓ Manage project resource, both internal and external, and communicate to stakeholders in a timely manner.
- ✓ Manage the review of business processes and implementation of systems to achieve business objectives..

Requirements:

Preferred Education & Work Experience

- ✓ Masters Degree in Business Administration or Project Management or a related functional sector such as Accounting, Finance, Management Information Systems, etc.
- ✓ Minimum of 5 years' experience in Business application project management.
- ✓ Ideally 2 successful business app rollouts



Ideally knowledge of the latest Microsoft

implementation methodologies.

- ✓ Ideally has a proven track record of managed projects in software implementations, preferably in ERP and CRM enterprise applications.
- ✓ In-depth working knowledge of DevOps

Skills:

- ✓ Deep knowledge and understanding of the functional capabilities of project management. PRINCE2, PMP or other Professional Project Manager certification is preferred.
- ✓ Ability to organize, prioritize and respond to multiple projects and deadlines.
- ✓ Proficiency in project management tools such as Microsoft Project.
- ✓ Proficiency in Microsoft Office and SharePoint
- ✓ Ability to work with interruptions as problems arise needing immediate attention.
- ✓ Ability and skill in interpersonal communication.
- ✓ Ability to manage highly stressful situations with a positive customer centric approach.
- ✓ Ability and skill in people management and team-building.
- ✓ Ability to plan, organize and multi-task to complete assignments in an efficient manner.
- ✓ Ability to communicate professionally, both oral and written. Ability to pay attention to details and perform at a high level of accuracy.
- ✓

Training provided: Onboarding training will be provided

Salary: Eur 30.000 - 45000 per year

How will the interviews be held:

Interviews will be held online or in person if abroad.

To apply:

Please send Letter + CV in English by email to eures.recruitment.jobsplus@gov.mt copia a pcpmixto.eures@sepe.es quoting the name of the vacancy **Project Manager** and the vacancy reference **404060** in the covering email.

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Para más información contacta con el/la Consejero/a EURES de tu provincia:

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