Company	**Gauri Technologies Private Limited (** www.gauri.com **)**
Job Title	**Project Manager Office**
Location (Based on)	**Pune, India**
Position Type	**Permanent**
Salary	**Best in Market**

About us

Gauri is a UK based consultancy specialising in implementing and supporting world-class CRM and Data solutions. We firmly believe that a data-driven solution on a strong digital foundation will be key to the success of all future businesses. We provide our customers with powerful end-to-end CRM solutions enabling them to better compete and grow by maximising sales, customer satisfaction & retention. Gauri offers an enviable career complete with diverse experience, challenges, opportunities, and growth. We take great pride in our core values of being honest, equitable and fair.

About the Role

Responsible for Resource management, management reports and supporting the consistent execution of project management practices across organization.

Key accountabilities	Skills & qualities we expect from you
o Resource management across organisation o Quality auditor: Ensure that the execution of tasks comply with relevant departmental processes and ISO standards o Producing required Management reports o Helping team with project setup, monitoring & metrics reporting o Work with internal/external functional teams to gather requirements and document project process o Schedule and facilitate meetings with technical resources and business unit partners as required o To drive and manage multiple tasks simultaneously. o Work with the PM on process development and training o Other duties as assigned	o A Bachelor's degree in Business, Administration, or a related field. o 0-1 year of experience in PMO role. o Excellent communication and strong interpersonal skills required o Expert with Microsoft Excel, Power Point and Word o Strong administrative and organizational skills required, o Attention to detail is key skill set o A proven willingness to learn, a positive service attitude, and an ability to work in a fast-paced, high demand work environment o Some knowledge of project management methods and theories preferred o Knowledge of Data analysis required o Certification related to Project management will be advantageous. o Microsoft SharePoint experience a plus

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