

<b>Company</b>	<b>Gauri Technologies Private Limited ( <a href="http://www.gauri.com">www.gauri.com</a> )</b>
<b>Job Title</b>	<b>Project Manager</b>
<b>Location (Based on)</b>	<b>Pune, India</b>
<b>Position Type</b>	<b>Permanent</b>
<b>Salary</b>	<b>Best in Market</b>

### About us

Gauri are leaders in implementing and supporting CRM digital solutions for Sales, Marketing, Customer Support, and Field Services. 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

We are looking for **Project Manager** who will be responsible for supporting the consistent execution of project management practices within the IT Services & Operations Organization. Assist in the development and execution of process training to project managers.

<b>Key accountabilities</b>	<b>Skills &amp; qualities we expect from you</b>
<ul style="list-style-type: none"> <li>○ Creation of project setup, Planning, process &amp; metrics reporting</li> <li>○ Timesheet monitoring, Utilisation and Forecast utilisation reporting at the organisation level</li> <li>○ Work with internal/external functional teams to gather and document requirements to facilitate the project process</li> <li>○ Ensure that relevant documentation is completed correctly</li> <li>○ Schedule and facilitate meetings with technical resources and business unit partners as required</li> <li>○ Ensure that the execution of tasks comply with relevant departmental processes</li> <li>○ Work with the PM on process development and training</li> <li>○ Other duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>○ 3-4 years of IT Project experience with a minimum of 2 years in Project Management or project coordination</li> <li>○ Excellent communication and strong interpersonal skills required</li> <li>○ Must have performed Project planning exercises.</li> <li>○ Strong administrative and organizational skills required, as is a focused attention to detail</li> <li>○ Mandatory - Knowledge of project management methods and theories with a Project management certification</li> <li>○ A proven willingness to learn, a positive service attitude, and an ability to work in a fast-paced, high demand work environment</li> <li>○ Experience with Microsoft Office - Power Point, Word, Excel, Visio, and Project.</li> <li>○ Data analysis experience required</li> <li>○ Microsoft SharePoint experience a plus</li> <li>○ Ability to drive and manage multiple tasks simultaneously.</li> </ul>