

JD – Project Manager:

Key Responsibilities:

- **Project Coordination & Communication:**
 - Serve as the primary point of contact for project-related communication between internal teams, including engineering, production, quality, procurement, and customer service departments.
 - Ensure clear and consistent communication with internal and external stakeholders. Share regular updates with senior management on ongoing projects.
- **Timeline & Milestone Management:**
 - Develop and maintain project timelines, track progress, and ensure timely completion of tasks.
 - Proactively identify potential delays and work with teams to mitigate risks and meet deadlines.
- **Documentation & Reporting:**
 - Oversee the preparation and maintenance of all project-related documentation, including project plans, schedules, status reports, and post-project reviews.
 - Ensure that all documentation complies with IRIS standards and customer requirements.
- **Follow-ups & Coordination:**
 - Conduct regular follow-ups with different departments to ensure alignment with project objectives and timelines.
 - Facilitate meetings and discussions to keep all parties informed and address issues as they arise.
- **Project-related Analytics:**
 - Conduct critical path analysis, schedule variance analysis, work breakdown structure, requirement gap analysis, budget variance analysis, etc.

Qualifications & Requirements:

- Bachelor's degree in Engineering, Project Management, or a related field.
- Proven experience (5+ years) in project management within the manufacturing or industrial sector, ideally involving railway components, or similar products.
- Strong knowledge of manufacturing processes and experience in coordinating across various departments (engineering, procurement, production, etc.).
- Excellent communication and interpersonal skills, with the ability to manage multiple stakeholders.
- Proficient in project management tools and software such as Microsoft Project, Trello, Asana, or similar tools.
- Familiarity with project management methodologies like Agile, Waterfall, and Lean Manufacturing. Ability to handle multiple projects simultaneously and adapt to changing priorities.
- PMP (Project Management Professional) certification is a plus.

Key Competencies:

- Strong leadership skills to guide teams and foster collaboration.
- Expertise in project scheduling, cost management, risk management, and resource allocation using tools like Microsoft Project or Primavera P6.
- Manage competing priorities and ensure project deadlines are met.
- Effective communication with all stakeholders and negotiation of project scopes and timelines.
- Competency in applying project management frameworks as per project needs.
- Identify, mitigate, and manage risks and changes throughout the project lifecycle.