Job Description: Project Manager

Greetings from Yodlee Infotech…!

Currently we are looking for a highly motivated and enthusiastic person. The person should have worked in taking projects through to closure. The person must possess good problem solving skills and the ability to comprehend, analyze and communicate well within teams. He /She is able to identify the real issues and take them through to closure to ensure smooth flow of projects & programs. Needs to be a good team player and is able to gel well with teams in ensuring a healthy work environment for various cross-functional teams coming together for a project.

Responsibilities:

- Responsible to structure and manage integrated, multi-track projects and/or programs of multiple projects. Lead the development and tracking of integrated project plans in offshore-onsite model.
- Adapt and apply the Yodlee Approach to meet project and /or program objectives and business drivers. Establish and maintain project and/or program communications. Oversee project estimation and staffing.
- Oversee the development of project deliverables. Establish and maintain processes to manage scope over the project lifecycle.
- Identify and manage project and/or program issues. Assess and manage risk within, and across, multiple projects.
- Resolves and/or escalates issues in a timely fashion and with minimal executive support
- Maintain project tracking and information systems.
- Ensures a positive, collaborative work environment for the team. Manage third-party partner and/or vendor relationships as necessary.
- Responsible to ensure the latest update on the current industry environment that provides opportunities for Yodlee solutions.
- SLA tracking and management
- Participate in recruitment and hiring activities as and when necessary.

Communication

- Facilitates team and client meetings effectively.
- Effectively communicates relevant project information to executive team
- Delivers engaging, informative, well-organized presentations.
- Resolves and/or escalates issues in a timely fashion and with minimal executive support
- Understands how to communicate difficult/sensitive information tactfully.

- Keeps track of lessons learned and shares those lessons with team members.
- Mitigates team conflict and communication problems.

Client Management

- Manages day-to-day client interaction.
- Sets and manages client expectations.
- Develops lasting relationships with client personnel that foster client ties.
- Communicates effectively with clients to identify needs and evaluate alternative business solutions.
- Continually seeks opportunities to increase customer satisfaction and deepen client relationships.
- Builds a knowledge base of each client's business, organization and objectives.

Skills:

- Should possess a proactive approach and estimate time and cost for the project / program.
- Good understanding of offshore-onsite delivery model
- Good Communication skills.
- Good people management.
- Should possess good coordination skills, which would enable him to interact with all the departments for the product releases.
- Project management experience in successfully delivering internet solutions (preferably Finance domain).
- Experienced multiple full project lifecycles from business development to final delivery.
- Experience managing multiple projects simultaneously (preferably in an integrated program).
- Led a team with multiple discipline representation (especially technology).

Qualification

- Minimum Engineering Bachelor's degree required; MBA is plus point.
- Around 3 years project management experience in successfully delivering internet solutions.
- Experience: 6-8 years
- Should handle the release management for the releases on a day-today basis
- Should coordinate/work collaboratively with the other teams in getting effectively getting all the issues resolved