

JOB TITLE : PROJECT MANAGERS
NO OF POSITIONS : 03
WORK LOCATION : BRMS, INC, 499 ERNSTON ROAD, SUITE A-7, PARLIN, NJ 08859
SALARY : DOE

JOB DESCRIPTION:

- Plan the project and Define the scope of the project in collaboration with management
- Create a detailed project plan which identifies and sequences the activities needed to successfully complete the project
- Determine the resources required to complete the project
- Develop a schedule for project completion that effectively allocates the resources to the activities
- Review the project schedule with management and project team that will be affected by the project activities; revise the schedule as required
- Implement the project and Execute the project according to the project plan
- Ensure that all project information is appropriately documented
- Monitor the progress of the project and make adjustments as necessary for a successful completion of the project
- Establish a communication schedule to update management on the progress of the project
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards
- Evaluate the project
- Ensure that the project deliverables are on time and at the required level of quality
- Evaluate the outcomes of the project as established during the planning phase

Additional Requirements:

- Managers usually work in an office environment but the purpose of a project may take them to non-standard workplaces with 40-50% travel.
- Project Managers work a standard 40 hours work week but will be required to work some evenings and weekends to meet project milestones.

Skill Requirements:

- Proven working experience in project management
- Excellent communication and written skills are essential
- Solid organizational skills including attention to detail and multi-tasking skills
- Experience in Infrastructure, healthcare, logistics, supply chain management and/or closely related field preferred but not mandatory
- Strong working knowledge of Microsoft Office

Educational Requirements:

- Bachelor's Degree in Computer Science, Information Technology and Related Engineering Fields.
- Minimum 1-3 Years working experience in large organizations
- Preferred Related Certifications

Interview Process:

- Resume' shortlisting
- Telephone Screening
- Skype or Face to Face Test/Screening
- HR & Final Round

Please forward your latest Resume' for review and consideration to jobs@brms-inc.com