



Posting Title: Program Manager
Location: Trivandrum/Pune, India
Duration: Full Time

Description: Program Manager

Job Purpose:

A Program Manager needs to accomplish project objectives by planning and evaluating project activities. The Program Manager will have overall project responsibility and accountability in terms of Budget/Revenue, Planning, Tracking, Monitoring, Controlling and Execution. Comprehend and implement organizational project policies and procedures. Establish and maintain project quality.

Responsibilities:

- Leading and managing a cross-functional team on e-learning and mobile training/apps.
- Supervising team and Project Managers for project delivery and practice improvement.
- Monitoring the allocation of resources across projects.
- Ensuring compliance to standards (ISO, CMMi& Practice).
- Tracking and controlling client and team metrics.
- Ensuring client delight and building working relationships with the clients.
- Enhancing profitability, revenue, margins, and utilization across projects.

Qualifications:

Candidate must:

- Be a Post Graduate in Management or equivalent and have at least 7 years experience of which at least 4 years should be in e-learning project management, handling multiple assignments simultaneously.
- Be proficient in MS Office and Microsoft Projects.
- Have excellent business analysis skills, negotiation skills, communication skills, and people management skills.
- Have hands-on knowledge on technical aspects of software used in e-learning like Flash, HTML, HTML5, Authoring Tools and mobile development.
- Have strong leadership and practical organizing skills.
- Have strong interpersonal and consultative and management skills required in managing critical internal and external relationships and activities.