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.