

Business Project Manager Job Description

Duties and Responsibilities:

- Responsible for coordinating internal resources and vendors for the smooth execution of the project(s)
- Ensure that project(s) are delivered on time and within the budget and scope
- Responsible for the availability and efficient allocation of resources
- Responsible for the development of a detailed project plan to monitor the progress
- Responsible for developing project(s) objectives and scopes, involving all relevant stakeholders and also ensuring technical feasibility of the project(s)
- Responsible for managing the changes in project scope, schedule, and cost
- Measure project performance using the appropriate tools and techniques
- Perform risk management analysis in order to minimize project risk
- Create and maintain project documentation
- Responsible for managing the relationship with clients and stakeholders
- Responsible for establishing and managing the relationship with vendors.

Business Project Manager Requirements – Skills, Knowledge, and Abilities

- Possess excellent client-facing and internal communication skills
- Able to communicate fluently in both spoken and written English
- Possess good organizational skills and must pay attention to details
- Able to multitask and prioritize assignments
- Have a good background in a business related field of study

- Possess experience working in a similar role or as a project administrator
- Proficient in using Microsoft office applications
- Possess good interpersonal skills
- Able to plan and manage efficiently
- Have good leadership and analytical skills.