

JOB DESCRIPTION

DATE:23-DEC-2024

Candidate NAME: Svetlana Labutina

DEPARTMENT: Admin

JOB TITLE: Project Manager

KEY RESPONSIBILITIES

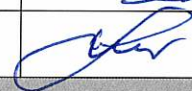
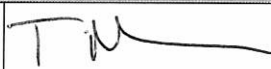
1. Plan, execute, and monitor projects, ensuring adherence to project timelines, budgets, and scope.
2. Define project objectives, deliverables, and success criteria in collaboration with stakeholders and team members.
3. Develop and manage detailed project plans, including tasks, milestones, dependencies, and resource allocation.

GENERAL RESPONSIBILITIES

1. Coordinate and lead project meetings, ensuring effective communication and collaboration among team members and stakeholders.
2. Identify and mitigate project risks, issues, and conflicts, implementing appropriate resolutions and contingency plans.
3. Track and report project progress, and produce and maintain robust project documentation.
4. Manage project budgets and resources, ensuring optimal utilization and cost control throughout the project lifecycle.
5. Collaborate with cross-functional teams to ensure alignment and integration of project activities with organizational goals and strategies.
6. Oversee the development and implementation of project management processes, methodologies, and best practices.
7. Foster a positive and collaborative team environment, promoting effective communication, knowledge sharing, and continuous improvement.

JOB SUMMARY:

- Plan, Define project objectives, Develop and manage, Coordinate and lead project meetings, Track and report project progress, Manage project budgets and resources, Collaborate with cross-functional teams

SIGNATURES:	NAME	DATE	Signature
Prepared by	Ruba Monajjed	23.12.2024	
Employee	Svetlana Labutina	23.12.2024	
Reporting and Review			
Reporting to:	Talha Rehman Khan	23.12.2024	
Reviewed by CEO:	Zack Charkas	23.12.2024	