



Available position: **Project Manager**

Primary Location: Beirut Lebanon

Other Locations: Geneva Switzerland

Organization: BCom

Schedule: Full-time

Description

Project Manager

Based in Beirut but must be willing to travel for up to 2 weeks at a time.

Project Manager Job Description

The Project Manager responsibilities will to manage BCom multiples projects. Project management responsibilities include the coordination and completion of projects on time within budget and within scope. Oversee all aspects of projects. Set deadlines, assign responsibilities and monitor and summarize progress of project. Prepare reports for upper management regarding status of project.

The successful candidate will work directly within the different BCom teams to ensure deliverables fall within the applicable scope and budget. He or she will coordinate with other departments to ensure all aspects of each project are compatible and will hire new talent as needed to fulfill client needs.

May require a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices and procedures. Rely on limited experience and judgment to plan and accomplish goals. Perform a variety of tasks. Lead and direct the work of others. A wide degree of creativity, team work and latitude is expected. Typically reports to a manager or head of a unit/department. Enhance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Responsibilities:

- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation

- Develop a detailed project plan to monitor and track progress
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
- Measure project performance using appropriate tools and techniques
- Report and escalate to management as needed
- Manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks
- Establish and maintain relationships with all involved BCom teams
- Create and maintain comprehensive project documentation
- Meet with the teams to take detailed ordering briefs and clarify specific requirements of each project
- Delegate project tasks based on junior staff members' individual strengths, skill sets and experience levels
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis
- Develop comprehensive project plans to be shared with clients as well as other staff members
- Use and continually develop leadership skills
- Attend conferences and training as required to maintain proficiency
- Perform other related duties as assigned
- Develop spreadsheets, diagrams and process maps to document needs

Requirements:

- Proven working experience in project management
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office
- Project Management Professional (PMP) / PRINCE II certification is a plus
- Bachelor's Degree in appropriate field of study or equivalent work experience

Project Manager top skills & proficiencies:

- Developing and Tracking Budgets
- Coaching
- Supervision
- Staffing
- Project Management
- Process Improvement
- Planning
- Performance Management
- Inventory Control
- Verbal Communication (English and French) Spanish is a plus.
- Ability to foster a cooperative work environment.
- Knowledge of technical terms and standard.
- Organizing and coordinating skills.
- Strong interpersonal and communication skills and the ability to work effectively with a wide different department.
- Ability to supervise and organizing, prioritizing, quality control and scheduling work assignments.
- Understand security and health in the field