

Product Project Manager

Work Scope

Product Project Manager is responsible for planning and overseeing projects to ensure they are completed in a timely fashion and within budget. Product Project Manager plan and designate project resources, prepare budgets, monitor progress, and keep stakeholders informed the entire way. This is all done within the confines of a company's goals and vision. Product Project Manager is needed on a wide variety of projects, including construction, IT, HR, and marketing.

Basic Responsibilities

1. Driving new products or product improvements through to production.
2. Interacting and integrating with members of technicals of various engineering, design and business disciplines to define scopes into actionable items.
3. Early identification of key risks and opportunities, establish regular communication plan with relevant stakeholders and make initiatives to trigger relevant processes as when the situation deem fit.
4. Responsible for maintaining necessary information and format of international standards, information classifications, and observes professional ethics on handling any form of data pertaining directly or indirectly to the project.
5. Authoring timely project status, summary, and issue resolution tracking reports.
6. Improving project management process, tools, meetings and structure to constantly improve project performance.
7. Ensuring that product validation is completed in full and on time.
8. Proactively highlighting concerns and opportunities for improvement with team leads or management to help drive improvements.
9. Providing constant feedback for team members and project contributors, both positive and constructive.

Required Skills / Abilities

1. Experienced in project management/PMP certifications with proven ability and shown ownership bringing projects into successful implementation.
2. Experienced in coordinating complex cross-functional teams, improving team processes, organizing priorities and goals, and leading meetings.