

Senior Project Management Analyst

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Company: Publicis Global Delivery

Location: Bogotá

Category: business-and-financial-operations

Job Description

The Senior Project Manager is the main person responsible for the first tier of production management on our IT Development Project, from receiving individual tasks, to track each item following a project plan, and also managing a queue making sure every task is completed according to ETAs and prioritization.

Then main tasks you'll complete as a SPM will be:

Report project progress/status and metrics on a regular basis and deliver to stakeholders.

Lead production staff meetings.

Follow workflow for a production team.

Manage different queues.

Monitor accuracy and completeness of all assigned tasks

Provide guidance and support to the team.

Qualifications

Bachelor's degree in Business Administration, Industrial Engineering, Software

Engineering or related fields.

Excellent **English communications skills**

At least **7 years of PM experience** (in projects related to IT, Software Development).

Skilled and experienced with Agile Methodologies, **Scrum and Kanban**.

Experience with CRM (Veeva system would be a plus)

Experience managing projects in highly dynamic environments, with changing priorities, and multiple stakeholders.

Ability to work with varied teams from different vendors and client teams.

Strong risk identification, risk communication, and **risk management skills**

Ability to adapt and manage change in scope, timeline, budget and plan.

Strong follow up and track management skills (JIRA).

Should have a positive outlook towards the success of the project and can inculcate the same within the team.

Good negotiation and persuasive skills.

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