Job Title: Project Manager

Location: Kolkata
Job Type: Full-time | 5.5 days | On-site
Department: Project Manager

Key Responsibilities:

- Lead project planning, execution, monitoring, and delivery across cross-functional teams.
- Define project scope, goals, and deliverables that support business objectives.
- Create and maintain comprehensive project documentation including timelines, budgets, and reports.
- Allocate and manage resources effectively to meet project milestones.
- Coordinate internal resources and third parties/vendors for seamless execution.
- Identify project risks and issues, and develop mitigation strategies.
- Communicate project progress and performance to stakeholders at all levels.
- Ensure projects are delivered on time, within scope, and within budget.
- Drive continuous improvement by capturing lessons learned and implementing best practices.

Required Skills and Qualifications:

- Strong understanding of project management methodologies (Agile, Scrum, Waterfall, etc.).
- Excellent communication, leadership, and organizational skills.
- Proficiency in project management tools such as MS Project, Jira, Trello, or Asana.
- Ability to manage multiple projects simultaneously.
- Strong problem-solving and decision-making abilities.

Experience Requirements:

- Bachelor's degree in Project Management, Business Administration, Data Analytics, or a related field.
- Minimum of 4–6 years of project management experience, preferably in marketing and branding.
- Demonstrated experience in leading cross-functional teams and managing complex projects.