

Junior Project Manager

Phone :

Web :



Job Summary

Vacancy :

Deadline : Jul 14, 2024

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Employment Status : On-site

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

The Junior Project Manager's role is mainly to ensure projects are completed on time, within scope, and in the correct priority. Given that this Junior PM will not have a senior project manager to work alongside, they must be proactive, organized, and possess a mix of technical and soft skills.

Role and Responsibilities of a Junior Project Manager in Software Development

1. Basic Technical Knowledge
 - a. Understand Software Development Lifecycle (SDLC)
 - b. Basic understanding of various phases in the SDLC, including requirements gathering, design, development, testing, deployment, and maintenance.
 - c. Technical Terminology: Familiarity with common technical terms, programming languages, tools etc.
2. JIRA Experience
 - a. JIRA Management:
 - i. Ensure developers are complaint to Jira expectations
 - ii. Ensure Team Contributions: Make sure that team members add value to JIRA tickets by including necessary details, descriptions, and time logging
3. Documentation
4. Reporting and Escalation
 - a. Regular Reporting: Hope is to pull status reports from Jira but until then, provide upper management with accurate progress reports weekly
 - b. Timely Escalation: Promptly escalate issues that cannot be resolved at their level to Melissa
5. Communication
 - a. Proactive Communication: Take the initiative to communicate directly with anyone necessary to get the job done, whether it's clarifying requirements, resolving issues, or providing updates.
 - b. Management Engagement: Ensure effective communication with upper management, translating technical details to non-tech language
6. Deliverable Management
 - a. Monitor Deliverables: Stay on top of all deliverables for the team, ensuring that deadlines are met as expected
 - b. Prioritize Tasks: Work with upper management (me and Tom) to establish priorities. Work with team leads and developers to prioritize tasks based on directions.
 - c. Daily Follow-Ups
7. Regular Check-ins: Follow up daily with team leads and developers to ensure that tasks are being worked on in order of priority and to address any blockers promptly.
8. Risk Identification
 - a. Risk Assessment: Continuously monitor the project for potential risks, escalating asap
9. Meetings: Organize or sit in meetings, including stand-ups, sprint planning, and retrospectives, ensuring that they are productive and focused. Report to upper management
10. Resource Management: We need clarity on workload vs resources to staff accordingly.
11. Quality Assurance: Connect with QA teams to ensure that testing is thorough and deliverables are working well.
12. Organizational Skills: Ability to manage multiple tasks and priorities effectively.
13. Problem-Solving Skills: Ability to identify issues and develop effective solutions.
14. Adaptability: Environment is fast paced - Flexibility to adapt to changing project requirements and environments.
15. Leadership: Must be proactive with the ability to motivate team.

Job Types: Full-time, Permanent

Pay: \$20.00-\$25.00 per hour

Flexible Language Requirement:

- French not required

Schedule:

- 8 hour shift
- Monday to Friday
- No weekends

Education:

- Bachelor's Degree (preferred)

Experience:

- Project management: 1 year (preferred)

Language:

- English (preferred)

Work Location: In person

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
