



PROJECT MANAGER

- **Location** : On Site

RESPONSIBILITIES :

- Develop comprehensive project plans, including scope, schedule, budget, and resource allocation for part-time initiatives.
- Lead project planning sessions and coordinate team and stakeholder meetings effectively.
- Manage project timelines and milestones using appropriate tools and techniques.
- Track project performance, specifically to analyze the successful completion of short and long-term goals.
- Manage changes to project scope, schedule, and costs using appropriate verification techniques.
- Perform risk management analysis to identify and mitigate project risks.
- Communicate project progress, issues, and risks to stakeholders and senior management regularly.
- Establish and maintain relationships with third parties/vendors as needed.
- Ensure all projects are delivered on-time, within scope and within budget.
- Create and maintain comprehensive project documentation.
- Coach and support project team members with task assignments and progress tracking.

REQUIREMENTS :

- Bachelor's degree in Business Administration, Management, or related field.
- Minimum 3+ years of proven project management experience.
- Proven working experience in part-time or fractional project management roles.
- Solid understanding of formal project management methodologies (Agile, Scrum, Waterfall, or Hybrid).
- . Excellent client-facing and internal communication skills.
- Strong organizational skills including attention to detail and multi-tasking ability.
- Proficiency in project management software tools (e.g., JIRA, Asana, Trello, MS Project).
- PMP certification or equivalent is preferred.
- Experience with budget management and resource allocation.
- Ability to work independently with minimal supervision in a part-time capacity.
- Strong problem-solving skills and ability to make decisions under pressure.
- Experience in managing projects across multiple departments and teams

HOW TO APPLY

Please send your resume to careers@sisara.lk , indicating the position applied for in the subject line