

Assistant IT Project Manager | Kitopi · Dubai

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Company: Kitop

Location: dubai

Category: other-general

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Kitopi is a tech-powered, multi-brand restaurant. Founded in January 2018, our mission is to satisfy the world's appetite. We currently partner with over 200 brands, across UAE, Bahrain, KSA, Kuwait and Qatar, operating 200+ kitchens.

Kitopi is the world's leading tech-powered multi-brand restaurant. With a mission to satisfy the world's appetite, Kitopi operates a portfolio of both invested and franchised F&B brands, serving as enablers in the food market by helping brands to grow and scale, both in the delivery and dine-in space.

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Assist in the planning and scheduling build-out projects, ensuring project goals, objectives, and timelines are clearly defined and communicated to stakeholders.

Work with project managers and technical teams to define project scope, design, deliverables, and resource requirements for build-out projects.

Develop project schedules, timelines, and critical path analysis to meet build-out project milestones.

Monitor and track build-out project progress, identifying potential risks and issues, and developing mitigation plans as needed.

You are Coordinating with contractors, both IT and Property on-site, to ensure high quality.

Coordinate project resources, including project team members, vendors, and other stakeholders.

Ensure project documentation, including project plans, status reports, and documentation,

are complete, accurate, and up-to-date.

Facilitate project meetings and other project-related communications

Collaborate with other departments and stakeholders to ensure project success

Maintain knowledge of project management tools and techniques and proactively apply them to improve project performance

Support the Implementation team of our IT Setup for new locations, including but not limited to Network, POS, Tablets, and Digital Signage.

What Are We Looking For?

Bachelor's degree in computer science, information technology, or a related field

2+ years of experience in IT project coordination, preferably in build-out projects

Knowledge of POS Systems (preferred Squirrel)

Strong organizational and project management skills, with the ability to multitask and manage multiple build-out projects simultaneously.

Excellent communication skills, with the ability to effectively communicate project status, risks, and issues to stakeholders at all levels.

Experience with project management tools such as Trello, Jira, or Asana

Strong analytical and problem-solving skills

Ability to work effectively in a team environment

Project management certification such as PMP or CAPM is a plus

Recruitment Process and Timeline

First, you apply and let our recruiters review your profile. After reviewing, you will receive a link to book a meeting with a recruiter at your convenience to share more about yourself and for us to get to know you better. If you have been shortlisted, you will have the opportunity to meet our hiring managers. Depending on the scope of the role and the function, you may need to attend 2-3 rounds (which might include case study, role-play, trial, or live coding – this will be communicated to you in the initial conversation). Upon successful completion, your recruiter will get in touch with you to discuss the offer. We aim to take you through this process within 2-3 weeks.

Don't miss out on this exciting opportunity – apply now at dubaiofferz.com

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