

Project Manager

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Company: Caliberly

Location: Dubai

Category: construction-and-extraction

Requirements:

Minimum 5years experience in UAE for standard level or 7 years of home country experience for beginner level

Bachelors degree in engineering (Civil)

Sound mathematical, scientific and IT skills.

The ability to think methodically and to manage jobs.

Problem-solving skills

Ability to work to deadlines and within budgets.

Ability to maintain an overview of entire jobs while continuing to attend to detailed technicalities.

Excellent verbal and written communication skills

Negotiating, supervisory and leadership skills.

Complete knowledge of relevant legislation

Commercial awareness an understanding of how your actions can affect profitability of a jobs

Software or IT Skills:

Auto CAD

MS Project Professional / Primavera

Microsoft Office Package

One Drive /SharePoint Software

Responsibilities:

Develop comprehensive project plans.

Outline scope, goals, deliverables, timelines, and resources.

Define project tasks and allocate responsibilities.

Identify and secure necessary resources.

Allocate resources efficiently to meet project goals.

Provide leadership and direction to the project team.

Motivate and guide team members.

Identify and communicate with project stakeholders.

Manage stakeholder expectations and involvement.

Identify potential risks.

Develop strategies for risk mitigation and contingency planning.

Develop and manage the project budget.

Monitor expenditures to stay within budget.

Ensure project deliverables meet quality standards.

Implement and enforce quality control processes.

Facilitate effective communication among team members and stakeholders.

Provide regular project updates to stakeholders.

Track progress of project tasks and milestones.

Generate regular status reports for stakeholders.

Make informed and timely decisions.

Resolve conflicts and address issues promptly.

Manage changes to project scope, schedule, and costs.

Assess the impact of changes and adjust plans accordingly.

Maintain project documentation, including plans and meeting minutes.

Ensure project records are organized and accessible.

Interact with clients to understand requirements and expectations.

Address client inquiries and concerns.

Oversee project closure activities.

Conduct project evaluations and identify areas for improvement.

Identify opportunities for process improvement.

Foster a culture of continuous learning and improvement.

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