

United Arab Emirates Jobs Expertini®

Project Manager

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Company: ATOLYE

Location: united arab emirates

Category: other-general

Collaboration and effective coordination are of utmost importance in the lifecycle of ATÖLYE's projects. Our teams of designers and strategists work closely with client teams to immerse them in our design processes and have them participate in devising solutions for their needs. We are looking for a driven and experienced Project Manager that will help us become more connected on this exciting journey. The role of the Project Manager is to deliver high-quality projects on time and on point. Project Managers plan and scope new engagements, and then be responsible for driving quality, on-time delivery and client satisfaction against each of the projects they own.

Main Responsibilities

- Managing the project cycle from Initiation to Closure, covering scope planning, resourcing, developing the project plan, budget planning, resourcing, etc.
- Coordinating the contractual processes with clients and ATÖLYE's Legal Team
- Working closely with the Design Leads and facilitating the communication flow between team members, collaborators and clients
- Working closely with ATÖLYE's Communications team to plan external communications
- Preparing internal and external project reports
- Managing the procurement process regarding projects
- Suggesting new strategies that will help to drive continual improvement to ATÖLYE's project management processes
- Developing new business opportunities along with account directors as required
- Being the main contact point for clients on assigned projects
- Actively participating in project health checks and audits
- Assisting in developing proposals for new engagements and maintaining responsibility for the project budget from the proposal stage through to project closure

Required Skills & Experience

- Minimum 5 years of professional experience in project management in design studios/consultancy organizations/digital

product startups (international experience is a plus)Experience in consulting with a focus on architecture, design, strategy, and business facilitation-type projectsExcellent teamwork and interpersonal skills, developing and maintaining open, honest, and trusting relationshipsComfortable communicating and connecting with the leadership teamAttention to detail, while maintaining an overall understanding of projectsContinually strives to exceed client expectationsEngage with and work within changing multi-disciplinary teamsExcellent knowledge of Project Management methodologies, methods, tools, and techniques (Agile, SCRUM, Waterfall, etc.)Ability to handle multiple client and internal projects, roles, and responsibilities.Demonstrable experience managing complex projects/programs involving cross-functional teams within budgetary and time constraintsDemonstrable skills and experience in facilitation and storytellingPMP certification is desirableWhat Do We OfferAn inspiring and dynamic workspace as part of an interdisciplinary communityThe opportunity to work on strategic projects with leading institutions in Turkey and beyondA transdisciplinary workflow that promotes constant learningAs required, approximately 25-40%Apply FormName * Email * Phone* CV * Max 3mb, PDF. Choose No file selected Country LinkedIn Profile * How did you hear about us? * Choose Please write the name of the person who was kind enough to refer you to ATÖLYE, if there is one?Please select the fields that you work in: * Choose What is your notice period in your current job? (if you're currently working) * Considering your skills and experience, what would be your monthly net base salary expectation for this position?(The provided information will be handled confidentially and used solely for determining a fair compensation package) *

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