



Position Title:	Project Manager
Department:	IT
Reports to:	Program Manager

Summary:

The **Project Manager** ensures the successful delivery of multiple, concurrent application software and general IT projects. Our Project Managers are a driving force supporting development of business critical products & services, taking us forward in their daily work as active members of the delivery team. We aim to always work with cutting edge web technology, be innovative and position ourselves ahead of the industry competition.

Responsibilities:

- Manage software development and ensure the successful on-time delivery of projects with the highest priority.
- Work closely with Business Analysts and business stakeholders to understand both client and business needs; and to gather, develop and clarify requirements and ensure tasks are raised and allocated appropriately.
- Ensure key elements of the process, such as project kick-off meetings are held in an efficient and organized manner, focused on the desired outcome.
- Cooperate with all team members, including Developers, Quality Assurance, Creative Services, Business Analysts and IT Operations, whilst remaining objective regarding their responsibilities and allowing the team sufficient autonomy to deliver against the requirements.
- Develop project plans in line with the Company's overall program of priorities and ensure adequate resources are allocated to delivery, escalating resourcing issues as appropriate.
- Management and escalation of risks and issues.
- Develop and deliver progress reports, proposals and presentations.
- Vendor management as required, including preparation of RFPs, management of suppliers or subcontractors, management and negotiation of contracts.

Requirements:

- 2+ years of project management experience working in a Software or Product Development environment.
- University degree or college diploma, preferably with a technical background.
- Exceptional English communication skills.
- Ability to multi-task and manage multiple projects concurrently.
- An inquisitive nature, not easily overwhelmed, comfortable communicating in open forums with peers and senior staff alike, resourceful and with excellent negotiation skills.
- Self-starter, firm but friendly character, able to obtain respect from colleagues and with a likeable manner to get the most out of people.
- Rapidly adapt and respond to changes in priorities, demands and timelines through analytical and problem-solving capabilities.
- Proficient with tools such as MS Project and issue tracking systems like JIRA.

Desirable skills:

- Experience in online and/ or retail gaming and gambling software is highly desirable.
- A good understanding of software architecture and integration is desirable.
- Experience delivering projects using Agile methodologies.
- Project Management certification (Prince2/AgilePM).