

Job Title: **Project Manager (Software Implementation)**

Organizational Unit: TRG International / Professional Services

Career Level: Experienced (Non-Manager)

Travel: 60 - 70%

Education: Bachelor's Degree (at least)

Category: Professional Services

Job Description

As a Project Manager you will be responsible for the complete management of the TRG's **SOFTWARE IMPLEMENTATION** for our customers. You will: handle customer interaction; successfully manage customer expectations; drive profitability and sustainability; and lead and motivate the project teams to maximise their productivity and to ensure the best quality of the delivery of our projects.

RESPONSIBILITY:

Coordinate and monitor billable projects from initiation through delivery

- Serve as liaison between the company and customers to ensure all expectations, targets and requirements are met
- Manage the complete project lifecycle for multiple projects and maximise project resource utilisation
- Manage customer expectations, effectively handle complex customer discussions
- Manage project scope and change management processes
- Understand financial concepts associated with Project Management; prepare cost estimates, monitor revenue and profitability and take corrective action if needed; manage project budgets
- Prepare detailed project plans, identifying milestones, resources, timeline
- Monitor project deliverables and progress through effective and continuous communication with project members
- Assign/ delegate work assignments to project team members
- Monitor project performance; prepare project status reports on project progress and problems

- Identify project risks and prepare mitigation plans; monitor risks and take appropriate action in a timely manner if needed
- Disseminate information on any problems or potential delays in a timely manner
- Maximise project team members' performance by demonstrating good people management skills (recognition, motivation, building trust, environment with open communication)

Job Requirements

- Bachelor degree or higher in Business Administration or IT
- MUST possess Professional Certification as a Project Manager e.g. PRINCE2 or PMI, Strong project management skills,
- At least 5 years of work experience, 3 years as Project Manager for ERP implementation projects
- Experience in managing customer expectations and establishing strong customer relationships
- Experience in leading teams and delivering successful results
- Understanding of Quality and Risk Management aspects
- Understanding of business concepts
- Business process and ERP application knowledge
- Ability to understand and discuss the application of ERP software solutions
- Excellent written and spoken Vietnamese and English
- Excellent written and oral communication and presentation skills

BENEFITS:

- Office hours from Monday to Friday
- Friendly and supportive working environment
- Opportunities to attend company events such as Company Outing trip, Christmas Party, Corporate Social Responsibility activities
- Competitive salary and benefits scheme, 13th month salary, Red Envelop, Team entertainment
- Extra Insurance Scheme (personal accident, inpatient, outpatient, dental care)
- 16 days annual leave per year
- Additional leave on Christmas day (02 days)
- Training opportunities both soft skills and professional skills