

SENIOR PROJECT MANAGER

Location: Woodland area, Singapore

No. of Vacancies: 1

Duties and Responsibilities:

Responsible for overall project management and coordination to new and existing projects for the proper monitoring of cash flow, budget, manpower allocation, attendance of meeting, etc.

- Prepare, discuss and report project schedule, cash flow, budget, etc. with the management.
- Track and report weekly on project(s) completion.
- Track and forecast on monthly project revenue and expenses, etc and other key project metrics.
- Outline and determine project roles of team members based on respective project requirement, timeframe and budget.
- Outline and determine resource requirement (including staffing, software, hardware, equipment and facilities) of respective projects, based on project specification and requirement.
- Continually seeks opportunities to increase customer satisfaction and strengthen client relationships.
- Communicates effectively with clients to identify needs and evaluate alternative business solutions.
- Leads the respective project team to prioritize signed off project works based on analysis of strategic importance, tasks outstanding, obstacles or barriers, budget resources and deadlines.
- Establish and well documented and communicated schedule for all phases of project(s).
- Understands the pricing model and billing procedures.
- Manage project budget.
- As & when assigned by the company.

Requirements and Qualifications:

- Candidate must possess at least a Professional Certificate/NiTEC, Diploma, Advanced/Higher/Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree, Engineering (Electrical/Electronic), Engineering (Mechanical), Engineering (Others) or equivalent.
- At least 5 year(s) of working experience in the related field is required for this position.
- Have experience in ACMV

If you are keen to the above position, please email a detailed resume, together with a recent passport-size photograph with current and expected salary to jenny.chong@chasen-logistics.com. (All applications will be in strict confidence. We regret that only short-listed candidates will be notified).