

PROJECT MANAGEMENT EXECUTIVE

Responsibilities:

- Leads designated project execution. Collect, analyses and reports on project Performance. Cross-reference information between different projects and ensures operational excellence. Serve as liaison between the local operation and our customers/clients.
- Provide the required services / contracted for the designated projects, in accordance with our customers and that are related to Software licensing and Compliance matters.
- Responsible for assessing potential opportunities and / or conflict during execution and address them accordingly to the company guidance.
- Understand, analyze and improve processes conducted during projects execution and, if required, perform adjustments/enhancements either during execution or as part of continuous evolution strategy to better server the company's customers.
- Report, as required and periodically, processes on operations and performance for both the company and its customers in accordance with the company's guidance and methodology and, if required, as defined by the designated project.
- Provide supervision, insight, analysis and support to our customer's appointed representatives for the purpose of supporting their operations.
- Responsible for coordinating teams of contact agents for the purpose of executing a defined plan and achieving the goals establish for the success of the designated projects.

Requirements:

- Preferably Degree in Computer Science, Business Administration or related disciplines.
- At least min of 2 years or more working experience in related field.
- Knowledge of the Software Asset Management concepts or similar Software Asset control practices/systems an advantage
- Proven Project management skills.
- Proven skill in English-speaking, writing and reading.
- Excellent interpersonal relation and team playing skills.
- Must be skilled in use of Internet based system like CRM and VoIP, Office and Windows.
- Able to travel and possess own vehicle.

Interested candidates are requested to call in or email comprehensive resume with current and expected salary, contact number and a recent passport sized photograph to info@ipstrategicxperts.com