

## Job Description for Hiring New Employees / Contractors

To apply for this role, email your CV to [hr@mercuriusit.com](mailto:hr@mercuriusit.com)

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| <b>Job Title</b>                          | Project Manager  |
| <b>Job Type</b>                           | Full-time  |
| <b>Location</b>                           | Pune   |
| <b>Line Manager</b>                       | Practice Head  |
| <b>Main Duties &amp; Responsibilities</b> | <ol style="list-style-type: none"> <li>1. Developing Project Plan.</li> <li>2. Monitoring and controlling project.</li> <li>3. Manged deliverables according to the plan.</li> <li>4. Ensuring customer satisfaction with proper communication in place.</li> <li>5. Reviewing and Managing reports and necessary documentation.</li> <li>6. Working and coordinating with vendors if any.</li> <li>7. Ensuring that deliverables have been tested and have gone through Internal quality control.</li> <li>8. Timesheet extraction, review, formatting &amp; sharing with client on timely basis &amp; getting it approved from client.</li> <li>9. Coordinate with Delivery Manager to get resources assigned to the project.</li> </ol> |
| <b>Basic Qualification</b>                | Graduation (Preferably with a background in IT)  |
| <b>Experience</b>                         | 5+ years   |
| <b>Knowledge and Experience</b>           | <ol style="list-style-type: none"> <li>1. 3+ years of Dynamics NAV/BC consulting experience.</li> <li>2. Strong understanding of Microsoft Dynamics NAV 2009/2013/2015/2016/2017/2018 and Dynamics BC.</li> <li>3. Experience of working on full life cycle implementations across multiple versions of Dynamics NAV/BC.</li> <li>4. Experience of working on upgrade projects is preferable.</li> <li>5. Experience of working for different industries like Manufacturing and Warehousing, Finance, Trade and Logistics.</li> <li>6. Understanding and Managing risks and issues.</li> <li>7. Leading and managing a project team.</li> <li>8. Preferably having Project Management Certification</li> </ol>                             |

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| <b>Skills</b> | <ol style="list-style-type: none"><li>1. Strong written and verbal communication skills</li><li>2. Project and process management</li><li>3. Negotiation skills</li><li>4. Budget development and tracking</li><li>5. Mentoring and Coaching</li><li>6. Strong organization and analytical skills</li></ol> |
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|  | <ul style="list-style-type: none"><li>• Understands the value of business analysis for the organisation.</li><li>• A team player working closely with other members of service delivery.</li></ul> |
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