

## **Project Manager**

Universal e-Business Solutions is looking for a Project Manager to join our team.

Roles and responsibilities include:

- Project Management - Oversight of multiple projects
  - Project scheduling
  - Resource allocation
  - Financial and Project tracking
  - Manage project issues/risks
  - Conduct project meetings
  - Documentation – project plans, status reports, close out
  - Point of contact for client / client relations
  - Change management
  
- Service Delivery
  - Client relations
  - Weekly calls to address any issues
  - Escalations
  
- PS / PMO Development
  - Look for ways to improve

If interested, please send your resume and cover letter (MS Word or PDF format) to [careers@uebiz.com](mailto:careers@uebiz.com).