

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.