

Project Manager

If you would like to join a diverse international team and utilize your technical knowledge and expertise to work on interesting and challenging projects, then the Khepri team is what you are looking for!

Tasks and responsibilities

- Primary responsibility would consist of planning, developing, coordinating, and leading all software release activities.
- Delegating tasks to relevant individuals or teams, while providing and reporting status updates to other managers or directors.
- Responsible for developing and the implementation of the project's work plan including pre-planning items, which include but are not limited to: scope definition; overall strategy; resource plans; financial plans; risk plans; quality plans; timelines; communication plans; launch objectives; tasks lists; project phases
- Should be familiar with CMS tools like HubSpot, Salesforce, or Insightly
- Coordination of overall deployment activities
- Coordination with Configuration Management to ensure that all applicable environment issues are resolved
- Track deployment activities as they occur using implementation plans
- Facilitate resolution of issues during deployment and escalate issues where necessary
- Work on determining optimal way to assemble releases
- Create and maintain Release Notes
- Responsible to continually improve/change/release processes hence to proactively minimize change-related risks
- Responsible to gather business requirements, conduct gap analysis, identify issues and suggest workarounds
- Responsible for reviewing risk and quality plans to ensure necessary mitigation and continuous improvement plans are identified and implemented
- Preferred to have project and release management experience within the tech space in some capacity
- Preferred to have some basic technical skills

Expectations

- Experience with managing several projects simultaneously
- Experience with working with distributed teams
- Experience with releasing projects with a help of cross-functional teams

Contact: jobs@khepri.com