

External Vacancy Notice Number: Alliance/MDY/009/2024

WE ARE HIRING

Project Coordinator

1 Post (Mandalay)

RESPONSIBILITIES

- Support to develop organization's current systems such as CBS System, HR system, Procurement and Asset Management system, and etc.
- Identify problematic areas and implement strategic solutions in time.
- Conducting meetings and presentations to share ideas and findings.
- Support to create project plans and define project schedules and monitor projects' progress.
- Participate requirement gathering section with stakeholders
- Prepare project documentation such as Software Requirement Specification and Process Mapping.
- Support to prepare business analysis and cost benefit analysis for several projects.
- Help project team with project tasks, user acceptance testing (UAT) tasks.
- Work multiple projects simultaneously.
- Foster partnership with software vendor.
- Support communication with stakeholders in several projects.
- Any tasks assigned by IT Project Manager.
- Participate to complete project lifecycle by coordination with user departments.

JOB REQUIREMENTS

- Must be graduated from Computer University or related fields.
- At least two year's experiences in Programming or Project Management.
- Experience in preparing Project documentation such as SRS writing, process mapping.
- Must be written and spoken in English.
- Experience in Query processing.
- Willing to learn new technology.
- Knowledge in Project Management, Financial and Banking knowledge are preferable.
- Working experiences in Banking related projects and ERP software project are preferable.
- Able to work under pressure.
- Able to work overtime due to situation.

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Only shortlisted candidates will be contacted
Last date of Application:
31st May 2024 by 5 PM