

WE ARE HIRING!

SCRUM MASTER/TECHNICAL PROJECT MANAGER

Location: Utopia Head Office, Plot Z85, SITE Phase 2, M-9, Phase 2, Karachi, Sindh 75850

Timings: 10:00 AM to 07:00 PM **MON-SAT (ALTERNATE SATURDAY ON)**

JOB OVERVIEW

To be successful as a Project Manager, with strong follow-up you will need to Run Scrum Ceremonies (Daily Scrums, Sprint planning, Retrospective, backlog grooming), be able to work on tight deadlines, and have hands on project management tools e.g. Jira, Trello etc.

RESPONSIBILITIES

- Maintaining and monitoring project plans, project schedules and work hours.
- Organizing, attending and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Ensuring project deadlines are met.
- Determining project changes.
- Providing administrative support as needed.
- Undertaking project tasks as required.
- Developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution.
- Facilitate meetings where appropriate and distribute minutes to all project team members.
- Create a project management calendar for fulfilling each goal and objective.



REQUIREMENTS

- Strong Follow up, Currently doing a technical project manager or Scrum master or product owner for 2+ years (preferably in Java Stack environment)
- Bachelor degree in business or Technical field of study.
- Total experience 5+ years.
- At least 2+ Years of Jira Management.
- Exceptional verbal, written and presentation skills.
- Ability to work effectively both independently and as part of a team.
- Experience using computers for a variety of tasks.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Knowledge file management, transcription, and other administrative procedures.
- Ability to work on tight deadlines.
- Understanding of project management tools e.g. Jira, Trello etc.



BENEFITS

- Pick and Drop Facility
- Market Competitive Salary
- Provident Fund
- Performance Bonuses and Rewards
- Medical/OPD Facility
- Recreational Bonus

