

QS Enrolment Solutions

Position Title	Project Manager
Reports To	Director, Business Operations (Australia)
Location	Kuala Lumpur
Hours	Full Time - 38 hours per week

Position Summary:

The Project Manager role is responsible for end-to-end delivery of strategic business transformation projects across our global organisation. The role will be primarily focused on projects related to product development, and will span a variety of business and customer focused initiatives.

The role is required to scope, plan, manage, monitor, and report on project progress throughout the project lifecycle.

The role will ensure excellent communication between key stakeholders, and that key dates and milestones are communicated across the business.

Primary Functions: (in order of importance)

- Be a champion for projects within your remit
- Creation of business cases
- Develop stakeholder management and communication plans
- Develop project objectives and deliverables
- Review the project scope, and prioritise tasks using MoSCoW prioritisation
- Schedule project deliverables and manage project timelines
- Create user stories to support compelling project business cases
- Establish project costs, and put in place relevant controls
- Manage project risks and issues as they arise, and escalate as necessary
- Create project reporting mechanisms, including progress reports and online reports
- Be a key resource in the delivery of projects
- Run workshops with internal and external stakeholders
- Run stand-up meetings with relevant teams, as necessary
- And any other tasks as necessary in line with the objectives of the role

Personal Requirements to Meet Position Objectives:

- 5+ years Project Management experience
- Tertiary qualifications in Project Management, Business, Information Technology or related discipline

- Relationship builder with excellent communication to stakeholders at all levels of an organisation, internal and external
- Growth mindset, with an action-oriented focus
- Excellent communications skills (written and verbal) in English
- Overseas experience will be highly valued (such as travel or study overseas)
- Experience in an Agile, Scrum or Lean environment
- Ability to influence without direct authority
- Comfortable with ambiguity and uncertainty
- Understanding of university student recruitment and admissions processes/practices (preferred)
- Experience with latest technologies for customer service and experience in service businesses (preferred)
- Experience with new product development (preferred)

Particular Considerations (e.g. travel):

May require occasional travel overseas to our offices, or customer locations.