

**Overview:**

Quality in Core (QiC) is a GxP compliance consulting firm offering services and cost-effective solutions in pharmaceutical, healthcare , biotechnology , medical device and medical diagnostics industries. Our experienced team provides leading industry knowledge and proven processes. We offer the excitement of a consistently evolving career and the opportunity to continually learn while working on new and exciting projects in a variety of regions.

Here at Quality in Core (QiC) Group, we offer customizable solutions for various global companies of all sizes and ensure excellence through total lifecycle support. We consider our clients as our partners on this road to sustainable compliance and we ensure this by providing leading industry knowledge, experience, and proven processes, as well as by building site resources. Our goal is to ensure 100% customer satisfaction and quick turnaround time.

**Job Title: Project Manager****Job Location: USA/India****Job Brief:**

- We are looking for an experienced Project Manager who will take on the management of key client projects with the goal of delivering every project on time, within budget and within scope
- Must be willing to travel regionally and/or nationally throughout India
- Proficient in Microsoft Word, Excel, Power Point and Project
- All candidates must be legally eligible to work in India

**Job Responsibilities:**

- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Develop a detailed project plan to monitor and track progress
- Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques
- Measure project performance using appropriate tools and techniques
- Report and escalate to management as needed
- Successfully manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation

**Minimum Requirements:**

- Very good educational background, preferably in the fields of computer science or engineering
- Proven working experience in project management in the information technology sector
- Solid technical background with understanding and/or hands-on experience in software development and web technologies
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office

We are an equal opportunity employer

**Thank you for your consideration and application! We review all resumes and submissions, however, due to the sheer volume of requests that we receive, only successful candidates will be contacted.**

\*\*\*Quality in Core (QIC) Group does not accept unsolicited resumes from recruiters/third parties. Please, no phone calls or emails to anyone regarding this posting.\*\*\*