

Project Integrator

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Company: Staffaro

Location: Kenya

Category: business-and-financial-operations

Staffaro is a leading Human Resources company looking to hire a project integrator who will be responsible for overseeing all projects, making sure they are on schedule.. Your job will be to coordinate people and processes to ensure that projects are delivered on time and produce the desired results. You will be the go-to person for everything involving a project's adherence to company standards.

Responsibilities

- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Performing audits to make sure systems and procedures are being followed
- Coach staff when they are not following the written systems
- Ensure that all projects are delivered on-time, within scope and within budget
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Develop a detailed project plan to track progress
- Report and escalate to management as needed
- Manage the relationship with the client and all stakeholders

Requirements

- Great educational background, preferably in management or any other related field
- Proven working experience as a project administrator/integrator

- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills alongside good people management skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office

To apply, please send in your CV and a voice recording (highlighting your work experiences) from to .

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