Position: Services Project Management Analyst  
Company: Dell  
Location: Singapore

Company Summary
Dell is a collective of customer-obsessed, industry-leading visionaries. At our core is a commitment to diversity, sustainability and our communities. We offer unparalleled growth and development opportunities for our team members. We believe that technology is essential for driving human progress, and we're committed to providing that technology to people and organizations everywhere, so they can transform the way they work and live.

Job Responsibilities
• Responsible for planning and coordinating the resources to deploy major releases of new and existing applications as well as overall or subsets of systems, within the predicted cost, time, and quality estimates
• Projects and programmes will most likely be very cross-functional in nature where multiple teams will need to effectively collaborate together
• To be seen as an IT Professional with a broad range of understanding of IT technologies and business processes
• Provides leadership and oversight on all aspects of a project, multiple projects or enterprise programmes translating business requirements into systems solutions
• Manages the delivery of the functional design, technical design, build, test, and readiness components of project
• Establishes and maintains a close-working relationship with all project stakeholders and technical staff to ensure alignment between solutions being delivered to business goals
• Possesses the cross-functional expertise and required technical knowledge to manage all aspects of an IT project (applications, Infrastructure, networks, and security)

Job Requirements
• The role requires the person to be security clear for projects that are secure in nature, and at times managing classified projects with the Ministries, e.g., Ministry of Defence, and GovTech associated companies and projects
• Manages scope, budget, schedules and resources of small scale projects including leading project meetings, tracking project progress, and updating project plans
• May be partnered with a senior level resource
• Executes and plans the project with the customer
• To be able to understand the solution, and articulate the solution and nature of the implementation
• Ability to execute the project end to end with customers, including taking care of expense, resource management and forecasting in the system accurately the revenue
• Assists with identifying and managing project risk levels, issues and actions
• Assists with project and resource plans, maintains quality and focus, monitors and controls project expenditures against approved budget and successfully manages end to end solution delivery with oversight from more senior level project managers
• Assists with day-to-day resource management of project team and technical team assignment ensuring effective delivery of projects tasks, deliverables, and milestones on time, on budget, and within specification and or agreed upon project scope
• Assists with project and resource plans, maintains quality and focus, monitors and controls project expenditures against approved budget and successfully manages end to end solution delivery with oversight from more senior level project managers
• Assist with day-to-day resource management of project team and technical team assignment ensuring effective delivery of projects tasks, deliverables, and milestones on time, on budget, and within specification and or agreed upon project scope
• Organises project-related communications as determined during project governance formation
• Responsible for ensuring all project stakeholders based on the level of interest and authority are well informed of project progress and decisions
• Must fully understand how to use and ensure data is accurately maintained in EMC IT Project Management Tools

Application
To apply, please submit your detailed resume to Abhishek Rodrigues of Dell at Abhishek.Rodrigues@dell.com.

Only shortlisted applicants will be notified.