



# **Programme/Project Manager**

## Job Description

Date: 05<sup>th</sup> February 2018

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## Mobacar

Mobacar is an advanced Artificial Intelligence and Travel Technology company. We are a successful high growth technology company with offices in Kerry and Dublin. Our approach to analytics at the core, makes this a unique opportunity to work in an advanced, AI driven environment. We strive on creativity and the successful growth and development of our team. Our technology, our team and our products are gaining global acclaim for our innovation and approach. Every new team member is carefully selected to ensure not only that Mobacar will continue to disrupt the travel industry but that each new member has a clear path to grow and develop.

Mobacar has a unique approach which combines Data Science and Customer Experience techniques to increase short term conversions & revenue and the long-term customer performance of our partners. Our technology, our team and our products are gaining global acclaim for our innovation and approach. Every new team member is carefully selected to ensure not only that Mobacar will continue to disrupt the travel industry but that each new member has a clear path to grow and develop.

## Job Description

Mobacar wish to appoint a person to the position of Programme/Project Manager (PM) within our organisation. You will be responsible for managing the implementation of Mobacar's solutions for our client base. As PM, you will manage the planning, execution and delivery of Mobacar's solutions. Working with a diverse range of internal and external stakeholders, you will co-ordinate and communicate consistently to ensure a successful outcome for Mobacar and its clients.

Your responsibilities will include:

- Plan and deliver a programme of projects for Mobacar's clients
- Support the Sales and Client engagement teams to manage a pipeline of opportunities to a schedule of delivery
- Manage multiple projects in progress concurrently for a client
- Identify and plan resource requirements and dependancies for ongoing deliverables
- Provide executive level updates on plans, progress, risks and actions to our clients
- Prepare high level programme of project plans
- Liaise with internal development and operational teams to manage client deliverables and expectations
- Co-ordinate project delivery from initial discovery through to deployment and ongoing improvement phases.
- Organise day to day governance and task management across multiple projects
- Prepare and manage detailed project plans with multiple resources & milestones
- Schedule, conduct and follow up on project updates on a daily, weekly and monthly basis

### Skills and Experience

- 5+ years' experience of client facing project management in the IT/Software industry
- Fluent English (oral & written)
- 3<sup>rd</sup> level education or equivalent
- Excellent interpersonal and communication skills. You will be working directly with clients and internal colleagues from executive, operational and development teams.
- Experience of client facing roles, delivering to deadlines and satisfying client expectations
- Technical background in a software development environment is desirable
- Ability to deliver to multiple clients and projects concurrently in a programme of work.
- Experience with the Travel industry is desirable
- Strong organisational skills to manage your own workload and track that of others.
- Proven ability of planning and implementing processes and procedures to support software deployment
- Implementation of processes and procedures to aid management of large software delivery projects both from a technical and operational level required
- Focus on outcomes and deliverables with the ability to balance resource constraints
- Keen eye for identifying risks, blockers and other impediments to successful outcomes
- Ability to balance high level objectives with low level detail to ensure co-ordinated progress towards desired outcomes

The position is based in Killarney, Co. Kerry and may involve some travel to client locations.