

# Junior Project Manager

## Job description

Experience: 0 - 2 years

We are looking for a Junior Project Manager who is enthusiastic, well-organized, and eager to start and build a career in IT project management. This is an entry-level to early-career role where you will manage IT projects by working closely with international customers, internal stakeholders, and technical teams.

You will get practical, hands-on exposure to Agile project delivery, customer communication, and multi-team coordination with guidance from senior project managers.

## Key Responsibilities

- Manage the day-to-day operations of IT projects involving multiple teams
- Help organize and participate in Agile meetings such as sprint planning, daily stand-ups, reviews, and retrospectives, sprint reviews/demos
- Act as the primary point of contact between customers, internal stakeholders, and development teams
- Maintain project documents, track progress, and provide regular status updates to stakeholders
- Keep an eye on project timelines, identify risks or delays and blockers, and escalate issues appropriately
- Ensure clear communication and alignment among all team members on project goals and deliverables
- Assist in planning resources and managing team capacity for assigned projects
- Maintain overview of multiple projects simultaneously and prioritize tasks effectively
- Build and maintain positive and professional relationships with customers and internal teams

## Required Skills (Must Have)

### Technical Knowledge:

- Basic understanding of the software development lifecycle (SDLC) and IT project delivery
- Familiarity with Agile or Scrum ways of working (Scrum Master certification is a plus)
- Able to understand simple technical terms and communicate clearly with developers and technical teams
- Some exposure to project management tools is a plus
- Basic understanding or general awareness of different technologies used in IT projects
- Good working knowledge of Microsoft tools such as Excel, PowerPoint, and Word for documentation, reporting, and presentations

### Working Competencies:

- Communication: Excellent verbal and written communication skills. Able to speak and write clearly, and explain technical information in a way that non-technical people can easily understand. Good English communication is very important.
- Organization: Strong ability to manage multiple priorities, maintain detailed tracking, and ensure projects stay on track.
- Calm Under Pressure: Remains calm in challenging situations, and thinks clearly when problems arise.
- Stakeholder Interaction: Comfortable reaching out to customers and internal stakeholders at different levels.
- Problem Solving: Takes initiative to fix issues independently and knows when to seek help or escalate.

 **Infanion office in India:**  
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- Team Collaboration: Able to motivate and align team members toward common goals.
- Adaptability: Flexible in working with agile variations and changing project requirements.
- Accountability: Takes responsibility for assigned work and ensures commitments are fulfilled.
- Global Exposure (Plus): Experience working with international customers (such as Europe or USA) is an added advantage.

### ***Experience and Education***

- 0 to 2 years of experience in project coordination, IT project management, or supporting Agile project delivery is preferred
- A Bachelor's degree in Engineering, Computer Science, Information Technology, Management, or a related field

### ***Soft Skills & Mindset***

- Able to work independently and take initiative with minimal supervision
- Willing to take responsibility and make practical decisions when seniors are not immediately reachable
- Works well with others, handles people and situations tactfully, maintains positive working relationships and encourages cooperation rather than conflict
- Has a growth mindset and is open to learning from colleagues and experiences

### ***Certifications (Preferred)***

- Scrum Master certification (CSM or equivalent) is preferred
- Any project management or Agile-related certification is an added advantage

### ***The Ideal Candidate is***

- Well-Organized
- Proactive and self-motivated
- Customer-focused
- Calm and composed under pressure
- Eager to learn and grow professionally
- Committed to meeting deadlines and delivering quality work

### ***Compensation & Benefits***

- A competitive compensation & benefits package
- A dynamic and challenging role in an open, collaborative work environment
- Fast-track, on-the-job training with practical, hands-on learning
- Continuous learning opportunities and long-term career growth with the company
- Exposure to working with international customers and global projects
- Opportunity to work with cutting-edge technologies in a fast-evolving technology ecosystem

### ***Job location***

Bangalore, (Karnataka, India)

### ***Interested?***

Interested in this open position? Please send your resume to [want2b@infanion.com](mailto:want2b@infanion.com)

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