

Production Manager

Phnom Penh, Cambodia

If you are an ambitious Manager, have a passion for technology and believe strongly in fair trade principles, we need you!

We are an innovative, web development agency based in Cambodia, providing high quality services to international customers. Founded on Open Source and ethical values, we partner with clients to build quality digital experiences while building further capacity and opportunities for young Cambodians. We have ambitious plans and need someone who shares our passion and is great at delivering the following:

Key Responsibilities of the role:

- Maintains overall schedule for all project releases identifying deadlines for each project phase and ensuring that all project teams adhere to agreed timelines
- Works closely with Product Owner/Project Manager to ensure the successful delivery of projects and engages with clients to manage expectations
- Delivers a weekly report to all stakeholders documenting project status, risks and mitigation strategies to maintain project objectives
- Manages, monitors and schedules resources (Product Owners, Agile teams, Support team, external resources) using internal systems and processes to record project assignments, changes and upcoming work
- Proactively interacts with all stakeholders to anticipate, communicate and manage changes to projects and expectations
- Accountable for the project lifecycle process from project opening to closure, defining clear responsibilities for all stakeholders
- Has financial responsibility for all projects, takes measures to maintain financial tolerance together with Product Owner/Project Manager
- Ensures project handover process is followed when going from Development to Support
- Develops and maintains guidelines and process documentations for the Project Lifecycle
- Assists the Sales team with proposal efforts including project scoping, estimation and the allocation of resources
- Manages all people related issues within the Production department including workforce planning, performance management, capacity building and leave management through close collaboration with HR

We expect that you'll already have these:

- 5+ years professional experience leading teams in developing and implementing complex projects, including planning, scheduling and change management, financial control, and risk management.
- Agile experience a benefit

- Ability to communicate effectively, both verbally, and in writing, to customers and project teams, and respond in a timely manner; provides all necessary information to resolve customer issues and enables customer to make the best decision
- Demonstrates solid understanding of project contractual obligations; key assumptions, dependencies and client expectations for the project
- Continually seeks opportunities to increase customer satisfaction and deepen client relationships

What to do next:

Reach out to us at jobs@web-essentials.asia with an application that demonstrates how you meet our criteria and about your motivation for joining us as we grow and continue to develop capacity within Cambodia. Only shortlisted candidates will be invited for an interview. For more information please check www.careers.web-essentials.asia, email us or call +855 (0)23 99 66 04.