

项目经理

Project Manager

Location: Beijing

Starting date: ASAP

Nationality: Chinese

主要职责

Key Responsibilities:

1. 支持销售业务，助力优质新业务拓展：精准核算项目各模块、所需工期及成本，对接客户，展现项目管理价值，参与撰写高质量客户方案。

Support the sales function to facilitate winning quality new business through: Ensure accurate estimation of project components, required timescales & costs. Engage with the client to demonstrate the value of project management. Contribute to the production of quality client proposals.

2. 推动合同及工作说明书签署归档，提前与所有相关人员明确项目需求。
Ensure the contract and the terms of reference are signed and returned in order to clarify the project requirements up front with all personnel involved.

3. 确保最终获批的客户方案、合同与项目启动文件在定价 / 工作量、工期、交付成果、职责分工、里程碑及付款条款等方面保持一致。

Ensure consistency between the final approved client proposal, the contract and the project initiation document in terms of pricing/effort, timescales, deliverables, responsibilities, milestones and payment terms.

4. 联合客户方人员、第三方人员及我方团队，制定、确认并传达多阶段、多层次、多方参与的项目计划。

Build, agree and communicate multi-phase, multi-tier, multi-party project plans with mixed project teams consisting of client personnel, 3rd party personnel and our teams.

5. 依据公司标准方法流程及客户合同约定，明确并记录项目资源、技能需求、项目章程、里程碑及考核指标。

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Define and document resources, skill requirements, project charter, milestones and metrics per our standard methods and practices and the customer's contractual agreement.

6. 承担项目损益管理职责，按工期与预算管控项目进度，处理项目延期问题，上报超出允许范围的偏差。

Hold project P&L responsibility, controlling and monitoring project progress against time and budget, re-dressing project slippage and reporting deviations in excess of tolerance.

7. 负责精准、及时地汇报项目状态，统筹分管区域项目财务工作，包括资源成本核算、客户开票等。

Accountable for the accurate and timely reporting of project status. Take responsibilities of the project financials in assigned areas including resource costs/client invoicing.

8. 与项目团队（项目助理、业务分析师、业务线负责人及团队成员）紧密协作，保障工作协同推进。必要时，将问题有效升级至客户方或我方对应管理层级。

Work closely with the project team (project manager officer, business analyst, stream leads, team members) to ensure work coordination. Manage effectively the issues escalation to the appropriate level within the client's or our organization when necessary.

9. 项目完成后，获取客户对解决方案的验收确认,交付项目所需正确软件（含定制化开发内容），并在项目周期内管理操作系统或基础应用程序的版本发布 / 升级工作。

Obtain the client's acceptance of the solution upon project completion. Deliver the correct software (including customizations) for a project and manage any operating system or base application software release / upgrade process during the lifecycle of a project.

任职要求

Qualifications:

1. 工程类学士 / 硕士学位，或同等学历；或金融 / 工商管理类硕士学位.约 10 年相关业务工作经验，其中 5 年以上在资本市场技术平台担任交付项目经理者优先。

Engineering degree (Bachelor or Master) or equivalent or Master's degree in Finance/Business. Around 10 years' business experience among which 5 years+ as a delivery project manager on a capital markets technology platform preferred.

2. 具备流利的中英文书面及口头沟通能力。

Effective communication skills in English and Mandarin, verbally and in writing.

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3. 有跨文化工作环境经验，且在供应商模式下完成过项目交付。
Worked in a multi-cultural environment and delivered projects in vendor environment.
4. 曾作为管理团队核心成员（具备规划、资源调配、问题及变更管理职责的管理岗位），成功主导过全生命周期项目实施,有通过方案撰写、评审及演示支持业务拓展机会的经验。
Prior experience as part of a management team (lead role with planning, resourcing and issue/change responsibilities) that successfully managed a full life cycle implementation. Experience in supporting business development opportunities through proposal creation, review and presentation.
5. 以客户为导向,工作时间灵活可调。
Client oriented. Flexibility in terms of working hours.
6. 具备出色的领导能力与组织协调能力，能有效管理项目团队并合理安排任务优先级。
Strong leadership and organizational skills, with the ability to effectively manage project teams and prioritize tasks.
7. 优秀的沟通及人际交往能力，能够建立良好合作关系、管理相关方预期。
Excellent communication and interpersonal skills, with the ability to build relationships and manage stakeholder expectations.
8. 熟练掌握项目管理工具与方法，持有 PMP、PRINCE2 等认证者优先。
Proficiency in project management tools and methodologies, with certifications such as PMP or PRINCE2 being advantageous.
9. 注重细节、积极主动、适应力强，致力于达成项目目标并推动持续改进。
Detail-oriented, proactive, and adaptable, with a commitment to achieving project goals and driving continuous improvement.

投递方式

Application:

请将中英文简历及动机信发送至

Please send your Chinese and English CV and cover letter to

Bj-hr@ccifc.org

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