

Position Title: Technical Co-ordinator (PMO)

The successful candidate must be a process oriented, customer focused, multi-tasking individual with a proven track record against their current roles' metrics and activities.

A successful candidate in this role is tech savvy, and approaches event technology solutions with proactivity and curiosity. Further, a successful candidate must possess highly effective communication skills and should be able to collaborate and work effectively with internal/external stakeholders.

Roles and Responsibilities:

- Understand the role of IUDX and Data Exchanges in general and provide feedback to stakeholders on how IUDX can provide technical/non-technical solutions to their problems
- Monitoring the daily progress of projects
- Providing detailed updates to project managers or other stakeholders
- Developing projects scopes and objectives, involving all relevant stakeholders and ensuing technical feasibility.
- Hands on experience of Process Improvement and Process Audits.
- Knowledge of Agile methodology, project life cycle and its implementations.
- Works closely with Delivery Head on the projects.

Desired Candidate Profile:

- Experience with tracking tools/dashboards as well as Technical capacity to understand the IUDX platform, components and various technologies involved in its implementation
- Proficiency with MS Office Suits or related software
- Proficiency with MS Visio and Adobe Captivate
- Knowledge of writing technical/process documents
- Excellent verbal and written communication skills
- Organize writing schedules to complete drafts of content or finished projects within deadlines
- Proven record of excellent writing demonstrated in a professional portfolio
- Ability to work independently with little or no daily supervision.
- Strong interpersonal skills and willingness to communicate with clients, colleagues, and management