



## **Agensi Pekerjaan Career & You Sdn Bhd**

Career & U is an established Executive Search Company with superior track record for our existing portfolio of clients. Our existing portfolio of clientele, comprising a large number of companies (both local and multinationals), several of whom have been with us for many years.

As an Executive Search Company registered with Malaysia Ministry of Human Resources, Career & U has been providing services to multinationals and local corporates on a nationwide and regional basis. Our Executive Search team was borne out of years of experience in the recruitment field and inspired by a genuine desire to constantly improve our level of service to a growing number of clients. We search and identify quality candidates according to our clients' criteria and place such candidates on a temporary, permanent and contract basis with our clients.

Our client, a global information technology and networking engineering service provider, is currently candidates for the following positions.

### **Project Manager / Assistant Manager** (Selangor)

#### **Responsibilities:**

##### Project Manager

- a) Oversees all aspects of the project using planning, monitoring and controlling processes.
- b) Responsible for co-ordination and completion of the project and to this end will perform a variety of tasks including setting deadlines, assigning responsibilities, and monitoring and summarizing progress of the project.
- c) Cooperate with other department's staff to conduct requirements study and prepare requirements specification.
- d) Responsible and accountable for the delivery of large, highly complex programmes and their associated projects.
- e) Ensures that all service excellence and metrics requirements are met for programmes.
- f) Ensures appropriate people care of project team members.

##### Project Assistant Manager

- a) Assist Project Manager in managing company project.

- b) Cooperate with other department's staff to conduct requirements study and prepare requirements specification.
- c) Work with various teams to all deliverables issues are resolved.

**Requirements:**

- a) Candidate must possess at least a Bachelor's Degree in Computer Science/Information Technology or equivalent.
- b) Good project management skill and familiar with Oracle database application.
- c) Preferably with minimum 5 year(s) of experience in Project Management and software development for managerial position and minimum 3 year(s) of experience for assistant manager position.
- d) Good interpersonal and communication skills.