

Project Manager – Australia

Reference Number
PM-AU11

Location

Melbourne, Australia – Remote, work from home (other locations may also be considered)

Role Description

The Project Manager will manage key client projects and be responsible for the delivery of exceptional learning solutions. This is a diverse role that provides the opportunity to lead projects across the entire project cycle. This role also involves ongoing business development; from identifying and acting on opportunities when liaising with clients to marketing of solutions.

Specific Responsibilities and Requirements

- Managing and maintaining development schedules, budgets, deadlines, and project team meetings
- Experience establishing and managing positive client relations to successfully deliver eLearning and online solutions
- Experience working across the entire eLearning project cycle
- Ability to write compelling proposals for new eLearning projects
- Ability to schedule project timelines
- Experience working closely with cross-functional global teams eg. instructional designers, graphic designers editors, animators, and software developers
- A good understanding of Instructional Design is desirable
- Liaising with the client, taking time to understand the client's evolving needs, developing the client relationship through effective communication and personal skills, and building trust through repeated, timely, and effective project delivery
- Consistently meeting deadlines, profitability, and metric targets
- Communicating project status on a regular basis to stakeholders
- Willingness to travel and work during different time zones
- Identifying and resolving issues before they adversely affect the relationship with the client or the success of the project
- Ability to motivate team to ensure project success
- PMP or PMI certification preferred
- Minimum five years' experience in full life-cycle eLearning project management
- Excellent understanding of performance metrics, financial aspects of client projects, and project CPI
- Ability to document issues, alternatives, and recommendations in an effective manner suitable for executive or client consumption

To Apply: E-mail your resume and cover letter to hr@pulselearning.com. Please include the Job Title and Reference Number in the subject line of your e-mail.