

# Consultant Project Manager

Location: Hai Ba Trung District, Hanoi

Vacant: 03 analyst - experience from 03 to 10 years

## ABOUT US

Emerging Asia Insights & Consulting Services Company Limited (“EAIC”), a private firm established in 2018, provides management and consulting services to support its multinational clients on their projects and investment in Vietnam. We advise organizations from the initial planning stage to full execution management. We leverage our network of advisors, consultants and strategic alliance partners for domain and functional expertise. Our on the ground team provides immediate support to both our domestic and international partners.

EAIC is looking to add full-time Consultant Project Manager as a company leader to support its key clients and respective project teams.

## JOB DESCRIPTION & REQUIREMENTS

The Consultant Project Manager acts as an advisor to the EAIC organization and clients to oversee business development and planning as well as take leadership on project management for several projects running simultaneously at EAIC. The Consultant Project Manager will help plan and schedule projects with respective project team resources. The Consultant Project Manager will manage and optimize the respective project teams in delivering their respective deliverables and tasks and ensure consistent and professional reporting on progress. The Consultant Project Manager will advise on solutions to improve workflow efficiency at EAIC and the respective project teams. The consulting project manager will be involved in the development of the EAIC organization as a whole to support the functional and project teams including hiring and training.

### Key Responsibilities:

#### Commercial and Planning:

- Liaise with the clients to understand business environment to identify issues in order to lead projects effectively
- Prepare proposals with respective plan including schedule, resources and estimated budget
- Responsible to oversee timesheet management of project team members
- Perform cost calculations and coordinate budgets with the finance and accounting department.
- Lead communications protocols

#### Project Management:

- Lead project teams to determine the scope of projects via consultation and investigation amongst project stakeholders.
- Analyze the strengths, weaknesses, and risks of existing project plans, as well as recommending improvements.

- Identify project parameters and specifications.
- Allocate personnel and resources to project tasks.
- Collaborate across departments to set realistic project targets and timeframes.
- Provide guidance and monitor the progress made with each project stage.
- Facilitate suitable interventions to prevent costly delays.
- Present project progress updates to senior executives, clients and stakeholders

**Internal:**

- Liaise regularly amongst EAIC departments
- Advise the EIAC BOD on improvements to company performance and work-flow
- Implement approved policy improvements to work flow and resource management including procedures, processes, templates and forms
- Support on recruitment of new team members
- Support in training team members on project management and consulting skills

**Skills and Qualifications:**

- Undergraduate degree, preferably in business administration
- 5 to 10 years of consulting, project management experience in management consulting, strategy consulting, project development or engineering & construction
- Knowledge of project management tools and software; Oracle Primavera and Aconex experience preferred
- Proficient knowledge of Microsoft Office software with strong Excel skills
- Exceptional analytical, problem solving and resource planning skills
- Strong leadership and motivational skills
- Superb knowledge of organizational management
- Experience in leading both virtual and physical teams
- Excellent organizational skills, attention to detail and ability to meet deadlines and manage budgets
- Expertise in creating project reports
- Passion for economic, infrastructure and energy development preferred
- Basic knowledge of energy sector fundamentals including project development, connectivity, energy markets, utilities, interconnection, permitting, and contracting
- Excellent oral and written communication skills, including interpersonal communication skills and assisting in the preparation of executive management presentation materials
- Self-motivated, very self-reliant, and capable of operating with minimum supervision
- Strong time management skills to comfortably manage multiple priorities in a fast-paced environment
- Flexibility to work overtime and travel to different sites.
- Excellent interpersonal skills to work with team members and diverse stakeholders in a variety of project environments

**WORKING CONDITIONS & BENEFITS**

- Office hours: 9:00am – 6:00pm, from Monday to Friday
- Leaves: Annual leaves and public holidays as regulated by Labor Code
- Nice office located at the center of Hanoi

- Young and dynamic colleagues; a team that is reliable and willing to listen and engage with every team member.
- Professional and friendly working environment.
- Opportunities to advance quickly and fast track your career.
- Competitive compensation and benefits package.
- Mentorship from industry leading executives

## HOW TO APPLY

Send your CV to our recruitment team at: [recruitment@eaicservices.com](mailto:recruitment@eaicservices.com).

**Deadline: January 31st, 2022**

Only shortlisted candidates will be contacted after CV receipt.