



Company Description

Digiflux Technologies Private Limited, based in Vadodara, is a leading provider of comprehensive digital solutions. We specialize in developing Web and Mobile Apps, as well as delivering innovative end-to-end digital solutions tailored to various organizational needs.

Role Description

We are seeking a **Project Manager** with at least 2.5-3 years of experience to join our team at Digiflux Technologies Private Limited in Vadodara. This is a full-time, on-site position. The ideal candidate will have strong expertise in project coordination, documentation, and team management, along with proficiency in tools like Google Sheets, Excel, and Jira. You will be responsible for ensuring smooth project execution, bridging the gap between client requirements and the development team, and maintaining effective communication across stakeholders.

Key Responsibilities

- Collaborate with clients to gather and understand project requirements, ensuring clear communication with the development team.
- Translate client requirements into actionable tasks for the team, facilitating effective estimation and planning.
- Manage a team of around 5 members, ensuring tasks are completed on time and meet quality standards.
- Maintain and update project documentation, including requirements, timelines, and progress reports.
- Use tools like Google Sheets, Excel, and Jira to track project status, milestones, and deliverables. Organize and lead project meetings, ensuring effective communication between team members and stakeholders.
- Monitor and address project risks and issues, proposing solutions to mitigate delays or challenges.
- Support the team in adhering to project timelines and deliverable commitments.

Qualifications

- Minimum of 2.5 years of experience in project management, project coordination, or a similar role.
- Proficiency in tools like Google Sheets, Excel, Jira, or similar project management tools.



- Strong English communication skills, both verbal and written, to interact with clients and the team effectively.
- Excellent team management skills, with experience handling a team of around 5 members.
- Ability to create and maintain clear, concise documentation for project requirements and updates.
- Solid understanding of requirement gathering and translating them into actionable tasks for the development team.

Good to Have

- Experience in product roadmap planning and client collaboration for strategic development.
- Familiarity with release planning and helping in versioned project rollouts.
- Basic understanding of Agile project management practices.

Additional Information

- The role is based in Vadodara and requires a full-time on-site presence.
- Competitive salary and benefits package commensurate with experience.
- Opportunities for professional growth and development within a dynamic and innovative company.