Project Manager (Research & Content)
ENOSIS SOLUTIONS

Job Category: Information Technology

Job Source: nrbjobs.com

Job Summary

Employment Type: Full Time

Gender: Any
Experience: Minimum 5 years

Career Level: Mid Level
Posted On: 27 Oct 2024

Job Context

- We are seeking an experienced and dynamic Project Manager with a strong background in research and content development. The ideal candidate will be responsible for overseeing research projects, managing content creation processes, and ensuring timely and high-quality delivery. This role requires excellent leadership, analytical, and communication skills to manage both the research and content teams effectively, as well as a keen ability to collaborate cross-functionally.

Job Description/Responsibility

- Plan, execute, and deliver research and content projects, ensuring they are completed on time, within scope, and meet quality standards.
- Lead and mentor the research and content teams, providing guidance, feedback, and ensuring consistent performance.
- Uphold the highest standards of research quality, accuracy, consistency, and relevance.
- Develop and implement quality control processes.
- Oversee the research process, gather and analyze data on companies, industries, or specific topics, and present actionable insights.
- Develop and execute content strategies that align with business goals, target audience needs, and current trends.
- Work closely with internal teams to ensure research and content align with the company's objectives.
- Ensure all content is accurate, relevant, and adheres to the brand's voice and guidelines.
- Act as the main point of contact for stakeholders, providing regular updates and reports on project progress.
- Continuously assess and improve research methodologies, content workflows, and project management processes.

Education Requirements

- Bachelor/ Honors(Bachelor Degree in any Discipline) completed.

Additional Academic Requirements

- Bachelor's degree in Business, Communications, Marketing, or a related field.

- Master's degree preferred.

Experience Requirements

- Minimum 5 years of experience is required.

Additional Experience Requirements

- Minimum of 5 years in project management, preferably in research, content creation, or a related field.

Skills Requirements

- Strong leadership and team management skills.
- Proficiency in project management tools (e.g., Trello, JIRA, etc.).
- Excellent research and analytical abilities.
- Exceptional written and verbal communication skills.
- Experience with content management systems (CMS) and digital marketing tools.
- Ability to multitask and manage multiple projects simultaneously.
- Attention to detail and strong organizational skills.
- Knowledge of SEO best practices.
- Experience in research methodology, data analysis, and reporting.

Work Area

- Applicant should have experience of working in the following category(ies): Information Technology

Industry Type

- Experience should include the following skills: IT & Telecommunication

Job Location

- Anywhere in the country