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|  Mindventure | Values : Family, Effective, Be Punctual, Self-Development, Empathy, Responsible, Professional, Communication | | |
| Job Title | Project Manager | Industry | Mental Health & Education for NGO, Government, Corporates, Schools |
| Job Location | Hybrid <ul style="list-style-type: none"> - Online (Most) - Onsite at Mindventure Space (4-12 days/month) | Report to | CEO |
| Employment | Full-time | Contract type | Initial 1-year term, with potential for extension based on mutual agreement and fit |

Position Profile

As a Project Manager at Mindventure, you will play a critical role in leading the planning, execution, and evaluation of our training initiatives, ensuring seamless delivery and maximum impact for our clients. You will be responsible for coordinating with Mindventure clients across all segments, overseeing project progress, ensuring quality of service, documenting proposals for corporate offers, and effectively communicating and implementing business needs within Mindventure and with clients.

Interested applicants should send an email to mindventure.talent@gmail.com* that includes your C.V.

Position Responsibilities and Tasks

Key Responsibilities :

- Lead the planning, execution, and evaluation of training initiatives to ensure alignment with client objectives and Mindventure's goals.
- Coordinate with Mindventure clients across all segments to understand project requirements, timelines, and expectations.
- Oversee project progress, identify potential risks or obstacles, and take proactive measures to address them to ensure successful project outcomes.
- Ensure the quality of service delivery by adhering to established standards and protocols and continuously seeking opportunities for improvement.
- Document proposals for corporate offers, including project scope, deliverables, timelines, and pricing, and collaborate with internal teams to develop customized solutions.
- Build and maintain strong relationships with clients, stakeholders, and partners to ensure effective communication and collaboration throughout the project lifecycle.
- Act as a reliable and trustworthy point of contact for clients, providing guidance, support, and assistance as needed to address concerns or inquiries.
- Simplify and communicate business needs and requirements effectively within Mindventure and with clients to ensure alignment and understanding.

Deliverables :

- **Project Planning Documents:** Develop comprehensive project plans outlining project scope, objectives, timelines, deliverables, and resource requirements for each training initiative.
- **Client Coordination:** Maintain regular communication with Mindventure clients across all segments to understand their needs, expectations, and feedback throughout the project lifecycle.
- **Progress Monitoring:** Regularly monitor project progress, track milestones, and assess project risks and issues to ensure timely delivery and proactively address any obstacles.
- **Quality Assurance:** Ensure the quality of service delivery by adhering to established standards and protocols, conducting quality checks, and implementing corrective actions as needed.
- **Proposal Documentation:** Document proposals for corporate offers, including project scope, deliverables, timelines, pricing, and any additional requirements, ensuring accuracy and alignment with client needs.
- **Client Relationship Management:** Build and maintain strong relationships with clients, stakeholders, and partners, providing regular updates,

addressing concerns, and seeking opportunities for collaboration and partnership.

- **Internal Communication:** Simplify and communicate business needs and requirements effectively within Mindventure, ensuring alignment and understanding among internal teams and departments.
- **Project Documentation:** Maintain accurate and up-to-date project documentation, including project plans, progress reports, meeting minutes, and client communications, to ensure transparency and accountability.
- **Issue Resolution:** Address any project-related issues or concerns promptly, implementing appropriate solutions and escalating as needed to ensure successful project outcomes and client satisfaction.
- **Continuous Improvement:** Identify opportunities for process improvement, efficiency gains, and innovation in project management practices, and contribute to the ongoing improvement and optimization of Mindventure's project delivery processes.

Competencies

Qualifications :

- Bachelor's degree in Business Administration, Project Management, Innovation, or a related field.
- Proven experience in project management, with a track record of successfully leading and delivering projects on time and within budget.
- Strong coordination and communication skills, with the ability to effectively liaise with clients, stakeholders, and internal teams.
- Demonstrated reliability, trustworthiness, and proactivity in managing projects and addressing client needs.
- Ability to simplify and communicate complex business needs and requirements to both internal and external stakeholders.
- Project management certification (e.g., PMP) is a plus.

Competencies :

- 1. Project Management:** Proficiency in project management methodologies and tools to effectively lead the planning, execution, and evaluation of training initiatives.
- 2. Planning and Organization:** Strong planning and organizational skills to develop comprehensive project plans and effectively manage resources, timelines, and deliverables.
- 3. Stakeholder Management:** Ability to manage relationships with internal teams, clients, and stakeholders to ensure alignment and collaboration throughout the project lifecycle.
- 4. Risk Management:** Skill in identifying and mitigating project risks and issues to minimize disruptions and ensure successful project outcomes.
- 5. Quality Assurance:** Commitment to ensuring the quality of service delivery by adhering to established standards and protocols and continuously seeking opportunities for improvement.
- 6. Problem Solving:** Strong problem-solving skills to address challenges and obstacles that arise during project execution and effectively navigate complex project environments.

Benefits

Salary : 20,000 - 30,000 THB (negotiable based on qualifications and experience)

Benefits :

- Social Security contributions
- Paid time off and holidays
- Professional development opportunities
- Employee assistance program for wellness support
- Flexible work arrangements and Work From Home
- Supportive and inclusive work culture
- Catering to the needs of the new generation workforce