

**Position: Project Coordinator - Full Time (Chennai, India)**

**YALAMANCHILI Software Exports Limited**

YALAMANCHILI is a Software Product and Solutions company specializing in the area of middleware technologies, transaction processing, card payments, banking solutions and customer delivery channels such as ATM, KIOSK, Point Of Sale Terminals, Internet, and Mobile Banking. YALAMANCHILI developed end to end scalable software products and solutions (under brand name NARADA®) from concept to final implementation across international borders.

YALAMANCHILI has offices in India, Singapore, US and United Kingdom serving customers globally. [www.yalamanchili.com.sg](http://www.yalamanchili.com.sg)

**Position Summary**

The Project Coordinator is essentially who is responsible for deliverables and successful execution of the project plan. He/she serves as the primary project contact for the clients, providing them with excellent coordination service and representing their deliverables within the organization.

**Job Description:**

- a) Responsible for the team's support for projects in the development phase.
- b) Provide management and leadership of the Delivery Team with coaching, mentoring as necessary.
- c) Establish and maintain internal communications flows between key relative functions.
- d) Develop strategies, plans and annual processes to ensure the timely submission, appraisal and approval of scheme delivery/business plans.
- e) Ensure the software delivery process meets all the software delivery, coordinate with the project management office, security and various other standards set by the organization.
- f) Attend client service review meetings covering performance, service improvements, to analyze risk, quality and processes.
- g) Ensure that the risks are identified in various stages of the software delivery cycle and adequate mitigation strategies are in place.

**Qualification & Skill set required:**

- a) Degree in Business, IT, Computer Science or equivalent.
- b) 1-2 years client servicing, project coordination & execution management experience, preferably in the client-facing role in the finance/IT industry.
- c) Have a good understanding in the card and payment domain.
- d) Fresh Post graduate or candidates with relevant experience (example: project management) with keen interest in client Project management career path are welcomed.
- e) Good planning and communication skills.

Interested candidates please email us your detailed resume in MS Word format, stating current and expected salaries, academic qualification, work experience, current and expected salary, and attach a recent photograph (passport photo preferred) to: [careers@yalamanchili.co.in](mailto:careers@yalamanchili.co.in)