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# Example of Technology Project Job Description

Our company is searching for experienced candidates for the position of technology project. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for technology project

* Responsible for creating and maintaining documentation for Streamline sites or other technology solutions
* Create site specific SOPs to be handed off to the Technical Support and Production Coordinators
* Responsible for managing of small projects BAU work through the full project lifecycle in accordance with group standards and methodologies
* Deliver projects to scope, schedule, budget and quality objectives
* Ensure customer satisfaction and adoption objectives are achieved on all projects
* Provide regular reports and manage risk / issues
* Take ownership of project risks and issues, and take responsibility for driving them to resolution
* Attending daily ETS stand ups
* Ensure all project information is up to date in the Project and Portfolio Management system, including project setup, detailed project plans, budgets, resource plans, documentation, progress and RAG status
* Ensure projects meet the compliance objectives in line with InfoSec, Corporate and legal

## Qualifications for technology project

* 1-3 years relevant experience in a similar support role
* Mandarin would be preferred
* Bachelor’s Degree in Information Technology, Computer Science or related field or 4 years equivalent experience
* Manage a number of projects for the Payments business unit, providing regular status updates and project summaries to business executive
* Effective and timely communications to the client, key stakeholders and the project team
* Status reporting, project change control, continual risk/issue assessment/management, and escalation/resolution are essential