

Job Description



Job Title: SAP Project Manager

Location: Mumbai, UK

About us- Established in 2017 in the UK, Percipere is a fast-growing Premier Process Integrator for ERP and Process re-engineering engagements that works with leading clients in Europe, Americas, Middle East and India. We have ambitious growth targets in APAC market, and this role will play a pivotal role in helping achieve these targets.

Position Summary:

- ✓ Responsible for regularly managing SAP projects including integration points with other enterprise efforts. Additionally, responsible for status report, issue tracking, and project communications.
- ✓ Establishes and manages relationships with multiple vendors. Drives toward continuous improvement.

Primary Duties and Responsibilities:

- ✓ Responsible for tracking key project activities at a detailed level including administrative items associated with a complex technical SAP deployment.
- ✓ Monitors plan and highlights anticipated issues or slippage.
- ✓ Key Stakeholder management – conduct Operating and Steering Committee Meetings at regular frequencies
- ✓ Formulates recovery plans or assessing impact if not recoverable and escalates as appropriate.
- ✓ Records and monitors project actual costs vs. project budget.
- ✓ Responsible for proactively identifying variances to plan and developing appropriate mitigation plans.
- ✓ Builds consensus among team relative to project scope, task execution, staffing and issue resolution.
- ✓ Provides clear and reliable communications to internal teams, project stakeholders, external vendors, and customers.
- ✓ Holds self-accountable for meeting expectations and requirements of customers.
- ✓ Shows ability to learn new tools and processes.
- ✓ Evaluates new or changed tools and processes to fit within the projects managed.



- ✓ Shows flexibility in changing approach when needed.
- ✓ Creates integrated project plans associated with deploying new SAP systems.
- ✓ Reviews project proposals.
- ✓ Integrates timeframes and processes for completing project.
- ✓ Ensures the quality and integrity of project work products.
- ✓ Maintains quality service by establishing and enforcing organization standards.
- ✓ Motivates team by explaining priorities and objectives.
- ✓ Engages in effective brainstorming and brings creative ideas to the workplace.
- ✓ Has good judgment regarding which creative ideas and suggestions can improve our business and implements identified solutions.
- ✓ Adheres to and analyzes project/program policies processes, standards, governance, and metrics.
- ✓ Determines the best approach for the projects being managed.
- ✓ Makes recommendations for improving efficiency, product delivery and expense reduction in projects.

Experience and Educational Requirements:

- ✓ 10+ years of IT work experience, including 8 or more years managing projects.
- ✓ Bachelor's Degree in Computer Science, Information Systems, Business Administration, or other related field, or equivalent work experience.
- ✓ Project Management certification or successful completion of a recognized project management curriculum is desired.

Minimum Skills, Knowledge and Ability Requirements:

- ✓ General knowledge of SAP or ERP deployment activities
- ✓ Know how of SAP Project Implementation methodologies
- ✓ Prepares a complex schedule within MS Project and manages timelines within tool.
- ✓ Able to use communication features such as Timeline, Gantt charts, etc for stakeholder updates when needed.
- ✓ Can use Outlook to schedule meetings with internal and external resources in multiple locations.
- ✓ When needed, utilizes the information in MS Excel as part of a tool kit that communicates project level information based on the needs of the project.
- ✓ Within MS Excel works with multiple worksheets, filters data, functions, pivot tables.
- ✓ Able to create presentations in MS PowerPoint to present complex ideas in a way that is easily understood by the team.
- ✓ Able to create documents in MS Word to present complex ideas in a way that is easily understood by the team.
- ✓ Able to create diagrams in MS Visio to present complex ideas in a way that is easily understood by the team.

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