



JOB DESCRIPTION | PROJECT MANAGER

[Quidich Innovation Labs](#) is a company that pioneers in building end to end products and customized technology solutions for the Sports Broadcast & Film industry. We develop services using remote controlled systems like drones, buggies and the four point suspended cable camera (spidercam) that add value to any broadcast or production. We work with some of the biggest clients in India and across the globe. Our flagship projects include sports properties like Indian Premier League, ICC's Men's and Women's World Cups, shows such as KBC and Bigg Boss and films such as Gully Boy, Sanju.

WHAT'S UNIQUE ABOUT QUIDICH?

- Your work will be consumed by millions of people within months of your joining and will impact consumption patterns of how live sport is viewed across the globe
- You have the opportunity to work with exclusive cutting edge technology that is not readily available in the country
- You work with passionate, talented, and diverse people who inspire and support you to achieve your goals
- You work in a culture of trust, care, and compassion
- You have the autonomy to shape your role, and drive your own learning and growth

ROLE

The Project Manager is the one element that connects the client, external crew and project staff, back to the team in the headquarters. The role involves **client servicing**, **team management**, **quality control** and **resource management**, apart from pure **operations and project management**. Some of the main responsibilities include:

- Ensuring that all projects are delivered to exceed client expectations.
- Developing comprehensive roles and responsibilities for your project team, delegating, implementing, tracking progress and logging the same.
- Ensuring that all requirements for smooth execution are in place before the project, so the operators can solely focus on delivering high quality output.
- Keeping the morale of the team high and resolving any internal conflicts, to ensure efficient functioning on field.
- Ensuring the team adheres to all call times and maintains a high level of professionalism in all interactions
- Conducting internal meetings to share daily feedback from client and plan course correction as required.
- Ensuring all communication with clients, including feedback and/or any issues discussed, are shared with HQ for further action and analysis.



- Developing, implementing and tracking expense plans for projects.
- Sourcing required hardware/ software / services for the execution of projects.
- Planning logistics for all crew and equipment.
- Ensuring all compliance and necessary documentation is maintained and shared with relevant stakeholders.
- Ensuring Standard Operating Procedures (internal or external) are adhered to.
- Being accountable for all incoming and outgoing assets and/or inventory for your projects.
- Ensuring all equipment is well maintained, tested and in perfect working condition before being checked out for a project.
- Reporting and escalating any expected or occurred equipment malfunctions, incidents or accidents to the Management.

QUALIFICATIONS, SKILLS AND COMPETENCIES

- Proven working experience in project management
- Excellent written and verbal communication skills
- Ability to manage high pressure situations
- Conflict resolution skills
- Solid organizational skills
- Ability to multi-task and manage various project elements simultaneously
- Attention to detail
- Strong working knowledge of Microsoft Office
- Highly dependable

While the company is headquartered in Mumbai, projects will take you all around the country/globe.

REPORTING TO: Manager Operations

JOINING DATE: Immediate

Interested candidates please send your CV to careers@quidich.com