Associate Project Manager

EXPERIENCE **3-4 years** | LOCATION **Pune / Hybrid/Remote** | EMPLOYMENT **Full-time**

About AZ4C

AZ4C is a technology company focused on helping organisations apply cloud, data and AI to real business challenges. We design and deliver practical solutions on the Microsoft ecosystem, combining strong engineering with close client collaboration to move ideas from proof of concept to reliable production systems.

Role Summary

Support end-to-end delivery of Cloud, Data, AI, Analytics, and digital transformation projects by coordinating plans, stakeholders, risks, resources, reporting, and Agile execution.

Key Responsibilities

- Create and maintain project plans, milestones, dependencies, RAID logs, action trackers, and delivery documentation.
- Coordinate cross-functional teams across Cloud, Data Engineering, AI/ML, Architecture, QA, and Consulting.
- Facilitate stand-ups, sprint planning, reviews, retrospectives, customer meetings, and weekly status reviews.
- Monitor scope, schedule, resources, risks, blockers, and change requests; escalate issues proactively.
- Prepare concise status reports, dashboards, meeting minutes, and leadership updates.
- Drive stakeholder follow-ups, ownership, decisions, approvals, and timely closure of action items.
- Support resource planning, utilization tracking, release coordination, project governance, and closure.

Required Skills & Experience

- 3-4 years of experience in project coordination, PMO, Scrum, or technology project delivery.
- Working knowledge of Agile, Scrum, SDLC, sprint management, and project governance.
- Hands-on experience with Azure DevOps or Jira, Microsoft Planner, Teams, Excel, and PowerPoint.
- Experience managing project plans, RAID logs, status reports, sprint trackers, and action trackers.
- Strong stakeholder management, communication, organization, analytical, and problem-solving skills.
- Ability to manage multiple priorities, deadlines, dependencies, and cross-functional teams.

Preferred Qualifications

- Bachelor's degree in Engineering, Computer Science, IT, Business, or a related field.
- Exposure to Microsoft Azure, Microsoft Fabric, Power BI, Data & Analytics, AI/ML, or Generative AI projects.
- CAPM, CSM, PSM I, PRINCE2 Foundation, or equivalent project management certification.

Success Measures

- Milestones and deliverables are completed on time with clear ownership and visibility.
- Risks and blockers are identified early and resolved or escalated promptly.
- Project reporting is accurate, decision-oriented, and trusted by internal and customer stakeholders.