



Job Title: Technical Project Manager / Business Analyst

Job Summary:

We are looking for a **Technical Project Manager / Business Analyst** to manage IT projects, understand client requirements, and coordinate between clients and technical teams. The ideal candidate should have a good understanding of **web development, project management, requirement gathering, and business analysis**.

Key Responsibilities:

- Gather, analyze, and document client/business requirements.
- Act as a bridge between clients, developers, designers, and QA teams.
- Create and manage project tasks, timelines, milestones, and deliverables.
- Prepare requirements, user stories, workflows, and project documentation.
- Coordinate with developers to ensure requirements are clearly understood and implemented.
- Monitor project progress, deadlines, hours, and deliverables using PMS/project management tools.
- Identify project risks, blockers, and delays and coordinate for timely resolution.
- Conduct client calls, provide project updates, and manage feedback.
- Handle scope changes and ensure projects are delivered within defined requirements and timelines.

Required Skills and Qualifications:

- Preferably **IT / Computer Engineering / Computer Science** background.
- **5-7 Years of relevant experience** in Technical Project Management or Business Analyst or E-Commerce Industry.
- Good understanding of **Web Development and SDLC**
- Knowledge of **Agile/Scrum, requirement gathering, and project documentation**.
- Knowledge of **platform such as Shopify, Magento, Laravel or WordPress**.
- Experience with tools like **Jira, Trello, ClickUp, Asana, Monday.com, or similar PMS**.
- Strong analytical, problem-solving, organizational, and time-management skills.
- Excellent written and verbal communication skills.
- Strong client handling and team coordination skills.
- Ability to manage multiple projects and work under deadlines.

Work Location: Surat (Onsite only)

How to Apply:

- Email your resume to hr@dynamicdreamz.com.
- Use "Technical Project Manager / Business Analyst Application - [Your Full Name]" as the subject line.