

JOB DESCRIPTION

Head – Product

About the role:

This position will work closely with the Program team to create the best-in-class FoodHeals App. In addition, this role will also undertake the delivery of the most crucial Products in the organisation, while keeping an eye towards broader strategic goals for technology and business delivery. Reporting to the Head of Programs, this role will ensure that each Product and their respective tasks are appropriately prioritised and calibrated to deliver a return on investment.

Responsibilities:

- You'll determine and define Product scopes and objectives through involving all relevant stakeholders and ensuring technical feasibility.
- You'll be responsible for preparing the comprehensive Product plan outlining the detailed Product schedule and work plan, key roles and responsibilities, Product milestones, work streams & activities.
- You'll work with the technical team to predict resources needed to reach objectives.
- You'll manage resources in an effective and efficient manner during sprints; ensure resource availability and allocation and delivery of every Product on time within budget and scope.
- You'll work with the leadership team to outline the budget, in coordination with the relevant stakeholder, and make adjustments to Product constraints based on financial analysis.
- You'll work closely with the team members to ensure that all Product requirements, deadlines, and schedules are on track.
- You'll serve as a point of contact for teams when multiple units are assigned to the same Product to ensure team actions remain in synergy.
- You'll coordinate internal resources and third parties/vendors for the flawless execution of Products.

- You'll identify the potential risk which may impact the progress and completion of the Products and take appropriate measures to mitigate those risks.
- You'll utilise industry best practices, techniques, and standards throughout the entire product execution.
- You'll assist in developing appropriate systems, tools, techniques and processes to track progress and measure the Product performance.
- You'll be responsible for measuring Product performance using prescribed tools and techniques and identify areas for improvement.
- You'll perform consistent quality control on the Product throughout development to maintain the standards expected.
- You'll provide Product updates on a consistent basis to various internal as well as external stakeholders about strategy, adjustments, and progress.
- You'll manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables.

Must-Haves:

- Post Graduate/Graduate in Information Technology/Computer Science/ Information System Management/ Business Management or any other relevant field.
- At least 8+ years of experience of working in the field of Product management.
- Strong familiarity with Product management software tools, methodologies, and best practices. Having Product Management Professional (PMP) certification will be accorded priority.
- Understanding of Agile software development methodology.
- Understanding of sprint planning and Scrum framework.
- Proven experience in developing innovative and impactful Products, seeing Products through the full life cycle and completing the Products according to agreed scope, timeline & budget.
- High proficiency and sound command on Jira, Trello, Microsoft Products, Microsoft Visio, Google Suite, Asana, Pagerduty, Nagios, Notion, Android platform, iOS platform, Web platform, MS Excel, SQL
- Familiarity with various computer operating system, interfaces, information security and Networking systems, would be an added advantage.

→ Proficiency in (Reading, Writing and Speaking) of English and Hindi language.
Working knowledge of any other Indian vernacular language will be favourable for the candidate.

Skills:

You are responsible.

There are times when the person in this role will need to juggle many tasks simultaneously. Success in this role will require the individual to plan, prioritise and manage multiple tasks with multiple deadlines. They will need to supervise and coordinate with vendors, to ensure timely completion of all tasks.

You are a communicator.

This role manages the flow of information to members across different teams. This includes developing and organising meeting agendas, communicating with customers, suppliers and other stakeholders.

You are a meticulously organised individual.

You ensure that notes are taken and documented for all important conversations and meetings and shared with all necessary. You follow through on commitments made by you as well as follow up on commitments made by others.

You analyse data effectively.

In carrying out this work the person in this role needs to research, collect or prepare documents, verify the facts, ensure completeness and have materials ready in a timely manner. Using a combination of automated tools and critical thinking skills the individual will need to analyse data and create reports that enhance decision making.

Location: Mumbai

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