

Job Description for Digilytics Assistant Project Manager

Role	Assistant Project Manager (Implementation)
Position Type	Full Time
Total Experience	Experienced (5-7 yrs)
Location	Gurgaon

About Us

At Digilytics™, we build and deliver easy to use AI products to the secured lending and consumer industry sectors. In an ever-crowded world of clever technology solutions looking for a problem to solve, our solutions start with a keen understanding of what creates and what destroys value in our clients' business.

Founded by Arindom Basu, the leadership of Digilytics™ is deeply rooted in leveraging disruptive technology to drive profitable business growth. With over 50 years of combined experience in technology-enabled change, the Digilytics™ leadership is focused on building a values-first firm that will stand the test of time.

We are currently focussed on developing a product, Digilytics RevEL, to revolutionise loan origination for secured lending covering mortgages, motor and business lending. The product leverages the latest AI techniques to process loan application and loan documents to deliver improved customer and colleague experience, while improving productivity and throughput and reducing processing costs.

The product is currently deployed at a number of lenders in the UK and at early stages of deployment at lenders in the US

The leadership strongly believes in the ethos of enabling intelligence across the organization. Digilytics AI is headquartered in London, with presence across US and India.

Our Values

F Free-thinking: New technologies, business ideas, operating models	O Optimistic: Deal with issues and challenges head-on	C Committed: To deliver results and value for clients	A Analytical: In designing solutions and managing execution	L Loyal: To our clients and our employees
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- **Website:** www.digilytics.ai
- **Know about our product:** [Digilytics RevEL](#)
- **Digilytics featured in Forbes:** <https://bit.ly/3zDQc4z>
- **Media Center:** [Digilytics Media Center](#) | [Latest Resources](#)

About the Role

We are looking for an Assistant Project Manager – Implementation to lead and manage end-to-end implementation projects for our clients. The ideal candidate will be responsible for ensuring projects are delivered on time, within scope, and with high quality while managing client expectations and coordinating effectively with internal teams.

You will work closely with clients and cross-functional teams including Product, Engineering, Data, and Implementation to drive successful project delivery from initiation through go-live.

Responsibilities

- Own end-to-end implementation projects from project initiation to go-live and post-implementation support.
- Develop and maintain project plans, timelines, milestones, dependencies, and deliverables, RAID log, release governance.
- Act as the primary point of contact for clients throughout the implementation lifecycle.
- Define and enforce quality gates, change control processes and scope management practices
- Understand client requirements, business processes, and implementation objectives.
- Prepare and present executive-level reports, delivery dashboards and steering committee decks
- Coordinate with Product, Engineering, Data, and other internal teams to ensure timely delivery and enough understanding of the stack (APIs, data, low code)
- Track project progress, identify risks and dependencies, and proactively drive resolution.
- Manage scope, priorities, timelines, and change requests effectively.
- Conduct regular project status meetings and provide clear updates to internal and external stakeholders.
- Maintain project documentation including requirements, action items, risks, issues, and project status reports.
- Ensure successful UAT, deployment, go-live, and handover to the relevant support teams.
- Manage multiple projects simultaneously while maintaining delivery quality and timelines.
- Identify opportunities to improve implementation processes, project governance, and client experience.
- Escalate critical project risks and blockers to the appropriate stakeholders in a timely manner
- Proven track record managing L1 /L2/L3 support team and prioritisation estimations.
- Manage strong client relationships and execute smooth stakeholder management.
- Own the monthly or quarterly activities and performance review with clients and propose solutions to ensure successful and timely delivery of the projects in accordance with service level agreement (SLA)

Expected and Desired Skills

- 5-7 years of experience in Project Management, Implementation, Client Delivery, or a similar role.
- Experience managing end-to-end implementation projects, preferably in a SaaS, technology, fintech, or enterprise software environment.

- Strong understanding of project management methodologies such as Agile/Scrum.
- Strong communication, presentation, and negotiation abilities.
- Ability to manage multiple projects, priorities, and stakeholders simultaneously.
- Strong problem-solving and analytical skills.
- Experience working with cross-functional technical and business teams.
- Proficiency with project management and collaboration tools such as Jira, Asana, ClickUp, Freshdesk, or similar tools.
- Strong documentation and reporting skills.

Good to Have

- Experience in SaaS/product implementation.
- Exposure to fintech, lending, banking, financial services, or enterprise technology.
- Technical understanding of APIs, integrations, data flows, and software implementation processes.
- Experience working with enterprise clients and managing senior stakeholders.
- PMP, PRINCE2, Scrum Master, or other relevant project management certification

Experience & Education

- **Education:** An undergraduate degree, or equivalent, in Software Engineering/Computer Science.
- **Proactive Attitude:** A go-getter attitude with a willingness to learn from various challenges.
- **Availability:** Open to working in a flexible environment to support critical operations and incident response.