

Project Manager

The Project Manager will be responsible for successful coordination and management of project work in various technologies. The Project Manager will work closely with all IT teams on project planning, coordination, and implementation of projects.

Principle Accountabilities:

- Take full ownership of the execution of the project from inception to closure
- Define project scope, goals and deliverables that support business goals in collaboration with management and stakeholders
- Develop full-scale project plans and associated communication documents
- Identify and manage project dependencies and critical path
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans
- Set and continually manage project expectations with team members and other stakeholders
- Estimate the resources and participants needed to achieve project goals
- Plan and schedule project timelines and milestones using appropriate tools
- Develop and deliver progress reports, requirements documentation, and presentations
- Define project success criteria and disseminate them to involved parties throughout project life cycle
- Coach, mentor, and motivate project team members, and influence them to take positive action and accountability for their assigned work
- Multi-task with limited supervision
- Ensuring their team and direct reports are complying with, and adhering to all Information Security Policies as well as privacy policies. They must also ensure their team and direct reports are protecting and keeping secure all client information considered or believed to be private or sensitive.
- Ensuring all security and operational controls are followed and enforced to ensure client data remains secure, available, and private, where applicable.

Experience/Skills:



- Minimum of 5-6+ years in project management experience
- Experience in execution of multiple related IT projects simultaneously, particularly as Project Manager on IT system implementations
- Proven capability to work closely with stakeholders to manage client expectations, control budgets, and review priorities
- Expertise in rapidly establishing rapport with the client and developing effective business relationships
- Excellent conceptual, analytical, decision-making and planning skills, and the ability to manage in a highly diversified, changing environment enforcing shared responsibility for outcomes
- Strong written, organizational, and communication skills with the ability to work well and communicate with peers and clients

Additional Information

- Functioning personal vehicle for transportation and a valid PA driver's license required.
- Preferred Education: Bachelor Degree in relevant Field or 7 years' equivalent experience preferred.
- PMP Certification strongly preferred.
- Some travel maybe required and heavy lifting required.

Classification Information

- Level/Department: Management
- Reports to: CTO
- Date Reviewed: 09/27/2021