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Software Project Manager

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Portland, OR

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Project Manager

Gambit - Portland, OR

\$45,000 - \$60,000 a year

This position is one of leadership, self motivation and organization. We are looking for someone to be responsible for the day-to-day operations and delivery of projects on time, within budget and within scope. Gambit is a digital studio specializing in modern user experience design and development and our projects include websites, apps, and environmental user interface design.

An ideal applicant will have at least a year's worth of relevant digital project management experience, above average prioritization skills, a clear, concise communication style, consistent organizational tactics.

Requirements:

Responsibilities

- Provide end-to-end project management with minimal supervision
- Draft detailed project scope documents
- Prepare and oversee budget throughout projects
- Develop a detailed project plan / schedule and monitor progress
- Collaborate with internal teams to design, develop and implement digital projects
- Schedule, structure and document meetings
- Deliver projects on time ensuring quality standards are met
- Communicate with the internal team and ensure delegated tasks are on schedule
- Highlight potential risks and act proactively to resolve issues
- Coordinate day-to-day, in-office operational tasks

Requirements:

- Proven work experience as a digital project manager (1 year minimum)
- Familiarity with modern software apps
- Superior organization and time management skills
- Excellent written, verbal and digital communication skills
- Collaborative, supportive and upbeat demeanor, especially under duress
- Solid technical background with understanding and/or hands-on experience in software development and web technologies
- Excellent client-facing and internal communication skills
- Exceptional written and verbal communication skills

Benefits:

Vacation/PTO, 9 office holidays, Good coffee, Fun industrial workspace

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