VIEWPOINT

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Job Details

Requisition Number	**16-0156**
Title	**Implementation Project Manager**
City	**Portland**
State	**OR**
Country	**United States**
Description	

The Professional Services Project Manager is responsible for ensuring the success of Viewpoint's software implementation projects. This is accomplished through monitoring and control of scope, schedule, cost, communications, and change. The project manager is a critical role working both with customer and Viewpoint teams coordinating resources and activities to meet stated objectives. The project manager is also responsible for recording and communicating and assigning ownership of Risks and Issues and ensuring any required corrective actions are taken in a timely and collaborative manner to achieve project success.

Essential Duties & Responsibilities

- The ability to lead multiple, concurrent, related projects as part of the overall ERP solution project.
- Analyzes customers' business requirements and objectives; works with implementation consultants to develop a project design to meet customers' business needs. Guides customers through implementation methodology.
- Estimates time frames, quality and quantity of resources required to successfully implement project; develops project plan incorporating all project variables.
- Sees that appropriate company resources are assigned to complete project tasks according to plan. Establishes criteria concerning deliverability, performance, maintenance, design and costs.
- Actively manages project and customer risks and issues
- Creates and monitors project plans, schedules and reports and manages all documentation pertaining to assigned projects.
- Maintains project budget
- Controls project scope
- Manages change in scope
- Communicates progress, risks, and issues on a consistent basis.
- Holds team members accountable for fulfilling their assigned tasks and communicating status.

- Educate customers on the importance of their involvement and commitment in the implementation process including recommendations concerning setups, processing, and data flow within the customer's existing operations.
- Provide "account management" services to customers including scheduling of initial classes and ongoing remote and on-site training, tracking of progress, and involvement in issue resolution as needed.

Requirements

Required:

- College degree in business, training, or technology plus a minimum of three years of project management experience or an equivalent combination of education and experience.
- Proven project management experience implementing complex software solutions
- ERP Implementation experience
- Excellent knowledge of project management methodology and practices and experience managing project teams in a matrix environment.
- Accomplished client-management skills, relationship-building skills, requirements gathering experience, and negotiating skills. Must be able to successfully drive multiple projects in parallel.
- Solid working knowledge of Microsoft Office and Microsoft Project is required.
- This position requires both domestic and international travel up to 35%. Travel requirements may vary depending on assigned number of customer projects and project timing. The successful candidate will be willing and able to meet travel requirements. A valid driver's license and ability to qualify for a US Passport are required. Also required is the ability to qualify for a company credit card or possession of a personal credit card with sufficient limits to charge travel expenses.

Preferred:

- Knowledge of accounting principles and practices (e.g. accounts payable, accounts receivable, inventory, purchase orders, general ledger).
- Familiarity with the construction industry.
- PMP Certification is a plus but not required.

About Viewpoint, Inc.

With over 35 years of experience in the construction industry, our comprehensive software products and unparalleled customer support ensure you experience smoother, easier, and more profitable job results. Viewpoint offers integrated ERP and estimating solutions for construction companies of any size, an industry leading content management solution and a mobile application suite designed to track and record time, equipment, and production hours from remote locations. Viewpoint For Project Collaboration, a multi-tenant cloud offering that enables multiple project stakeholders to collaborate on project documents, rounds out Viewpoint's comprehensive product suite.

Viewpoint Construction Software is located worldwide with offices located in the US, Australia, Canada and the UK.

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