Project Manager 1

Job summary

The Project Manager is responsible for managing the scope, tasks, resources, issues, and/or risks for a customized application development/implementation or enhancement project. The Project Manager is ultimately responsible for the successful fulfillment of the jobs to which he/she is assigned. Create and maintain all project management deliverable, including the project plan and budget. Ensure that all project tasks are completed on schedule and within budget. Communicate the status of the project to the appropriate people within the organization as well as to the appropriate customer contacts. Correspondence will be handled in a professional manner with a spirit of fairness and customer service. Execute development and communication processes and incorporate them into the project. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily

Responsibilities

Manage all aspects of a project within set parameters Review contracts and monitor costs Participate in meetings and correlate project schedules and budgets with involved parties Schedule, establish goals and standards, and monitor results of all aspects of project

Requirements

Bachelor’s degree preferred or certification in project management, or 7-10 years relevant project management experience 5+ years managing projects involving multiple infrastructure technologies Ability to manage job complexity– prioritize& meet multiple requirements to complete the project Expertise in project management methodology Highly motivated, process oriented, and self-directed Experience leading large diverse teams—team oriented, and customer focused Good planning, time management, and scheduling skills Excellent oral and written communication skills Strong problem solving skills and ability to make decisions in a timely manner Excellent interpersonal, analytical, and problem solving skills Excellent documentation skills Proficiency in Microsoft Word, Excel, PowerPoint, Visio, and Project