| **Position Title:** | Project Manager |
| --- | --- |
| **Location(s):** |  |
| **Department Name:** |  |
| **Functional Area/Discipline:** | Project Management / Program Management |
| **Reports To** *(Job Title)***:** |  |

# Position Purpose

Responsible for the management of **small to intermediate** projects and project teams made up of customer and vendor resources to deliver solutions and services to customers. Interacts closely with the customer and vendor to gather and utilize project requirements and to develop detailed project documentation outlining the project including Business Requirements, Project Plans, and Project Schedule. Translates customer requirements into specific plans and tasks using knowledge of the industry and delivery methodology. Assures proper conduct, documentation, and communications of assigned project engagements.

# Position Duties and Responsibilities

## Primary Duties and Responsibilities

* Manages all aspects of **small to intermediate** projects throughout the project lifecycle including project scope, schedule, resources, quality, costs and change.
* Translates project requirements into project scope, objectives and tasks, managing task assignment to project resources and reporting on and managing project scope throughout the lifecycle.
* Develops detail project schedules, resource plans, status reports and contributes to the effectiveness of a team that integrates multiple functions/disciplines.
* Conducts project meetings, sets and manages client expectations by escalating issues and changes when appropriate.
* Interfaces with all areas affected by the project, including end user, services organizations, vendors and implementations partners.
* Review project deliverables for accuracy and apprises management of issues effecting project status and offers solution to solve the issues.
* Ensure satisfactory transfer of custody and control of product upon completion (handoff) and close all project documentation and archive appropriate records.

**Secondary Duties and Responsibilities**

* Creation and support of standards, processes and procedures necessary to produce the deliverables from the team.
* Confidently makes presentations to small to mid-size audiences
* Act as liaison between all functional groups.
* Develop lessons learned documentation.
* Manages change control and remedy request.
* Report Project Status via Company defined methods

# Position Requirements

**Functional/Technical Skills**

* MS Office Tools (Word, Excel, Project, PowerPoint, and Visio)
* **Sound** understanding of Project Management principles
* **Basic** understanding of the project lifecycle at Gate City Bank
* Ability to effectively manage time, prioritize work, multi-task across many assignments **with some direction**
* Technical writing skills producing clear and unambiguous deliverables.

**Experience**

* **1 to 3 years** of experience in project management, with proven history of successful project management within the telecommunications industry.
* Demonstrated track record of successfully delivering projects, including project scope, schedule, resources, quality, costs and change.
* Must have a solid understanding of project management methodology.
* Possession of the Project Management Professional (PMP) certification or other project management certification is desirable.
* Strong communication skills, both written and oral.
* Able to manage projects of **small to intermediate** size projects with some direction.
* Well-developed leadership skills in a matrix organization structure.

**Education/Vocational Training**

* A four year degree, or equivalent experience plus (1-3 years of related experience/training).

***(PLEASE MODIFY TO MATCH YOUR NEEDS AND REQUIREMENTS)***