Technical Project Manager for Bluebeam Software

Celebrating our 10th year, Bluebeam Software is a growing technology company made up of people who like to push the limits, be different and do great things. Our award-winning software is used by leading architecture, engineering and construction firms to implement paperless workflows and redefine the way they work, consistently resulting in faster and clearer communication, improved collaboration and reduced costs. Behind the scenes, the Bluebeam Team works collaboratively towards the common goal of helping our customers do what they do better. At Bluebeam hard work is recognized, new hires are encouraged to share their ideas and the environment is friendly, energetic and fun.

To learn more about what it is like to work at Bluebeam, watch our recruitment video: http://www.bluebeam.com/work-at-bluebeam.

Bluebeam has an immediate opening for a Technical Project Manager to join our tight-knit team. The ideal candidate will have 3+ years of project management experience in commercial software. Key requirements for this position are organizational skills and the ability to communicate project status across many levels and functions within the organization. This position is based in our corporate headquarters in Pasadena, CA and reports to our VP of Engineering.

Responsibilities:

- Facilitate the delivery of quality Bluebeam products by managing schedules and resources
- Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders
- Track project milestones and deliverables
- Monitor and report on the project to keep anyone who holds a stake in the completion of the project informed
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans
- When inevitable hurdles to a project occur, facilitate discussions to reach a timely resolution
- Manage any changes that are added to minimize the impact on the overall project
- Develop and deliver progress reports, proposals, requirements documentation, and presentations
- Develop best practices and tools for project execution and management
- Conduct project post mortems and create a recommendations report in order to identify successful and unsuccessful project elements

Requirements:

- 3+ years direct work experience in a project management capacity, including all aspects of process development and execution.
- Experience running commercial software delivery projects
- Ability to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities
- A proactive nature; driving delivery of projects forward in spite of hurdles and actively driving the schedule and coordinating across functions to ensure projects are delivered within scope and on time.
- Experience with Agile/Scrum development methods
- Ability to handle multiple projects at a time and prioritize tasks
- Ability to interface with a wide range of functions: Product Management, Marketing, Internal Development, QA and Senior Management
- Understanding the needs and motivations of all stakeholders in order to meet the objectives of the given product
- Familiarity with programming languages, including C# and C++, a plus
- Experience working both independently and in a team-oriented, collaborative environment
- Flexibility during times of change and as a result of being in a rapidly expanding organization
- Ability to learn, understand, and apply new technologies
- Knowledge of project management techniques and tools
- Critical thinking and problem solving skills
- Strong coaching and leadership skills
- Exceptional organizational skills
- Strong verbal and written communication skills
- Degree in a related field
- Certifications in Project Management, Agile, and Scrum a plus

Compensation is based on experience. Bluebeam offers full-time employees excellent benefits including medical and dental insurance, 401K, paid holidays, and PTO.

If you think you are a good match for the Bluebeam team, please email us your resume and cover letter.