## Job Description

At InfoDevelopers, we pride ourselves on continuous evolution. The driving force behind constant business growth is the presence of skilled and dedicated project managers. We’re searching for a highly-skilled project manager to contribute to [CompanyX]’s growth and help us maintain our position as an innovative authority. The ideal candidate will have production experience as well as strong work plan development and progress oversight skills. He/She will be expected to prepare and present progress updates to appropriate management channels on a regular basis, ensuring the innovation we seek is being achieved.

## Objectives of this Role

* Build and develop the project team to ensure maximum performance, providing purpose, direction, and motivation
* Lead projects from requirements definition through deployment, identifying schedules, scopes, budget estimations, and project implementation plans, including risk mitigation
* To coordinate internal and external resources, ensuring projects remain within scope, schedule, and defined budgets, in collaboration with project staff from various functional departments
* Analyze project progress and, when necessary, adapt scope, timelines, and costs to ensure that project team adheres to project requirements
* Establish and maintain relationships with appropriate client stakeholders, providing day-to-day contact on project status and changes

## Daily and Monthly Responsibilities

* Establish and maintain processes to manage scope over the project lifecycle, setting project quality and performance standards, and assessing and managing risk within, and across, multiple projects
* Structure and manage integrated, multi-track project performance databases for multiple digital, print, social, broadcast, and experiential projects, with an eye on overall progress
* Develop and maintain partnerships with outside resources—including third-party vendors and researchers
* Monitor and assign resources appropriately to streamline project efficiency and maximize deliverable outputs
* Report project outcomes and/or risks to the appropriate management channels as needed—escalating issues as necessary based on project work plans

## Skills and Qualifications

* 7+ years project management experience
* Hands-on experience with developing web technologies and software platforms for maximum usability
* Proven success working with all levels of management
* Strong written and verbal communication skills
* Strong presentation skills

## Preferred Qualifications

* Professional certification—including PMP/PRINCE II
* Previous success in producing deliverable software platforms
* Strong attention to deadlines and budgetary guidelines
* Experience developing in-house platforms for internal processes
* Experience coaching and educating project teams to strengthen team members’ capabilities and skill sets.