



Project Manager (PMP Certified)

Position Description

The role of the Project Manager is to collaborate with the lead system engineers, installation personnel, business analysts and other team members in order to determine a project's technical direction, financial expectations and implementation plan. They manage the day-to-day activities of the project team to ensure each project remains on schedule and on budget. Project Managers must create, maintain and track project plans and schedules, cost estimates and issue logs throughout the life of the project. Preparing and submitting routine status reports to clients and management is crucial. Providing leadership, guidance and motivation to implementation team members is crucial while resolving internal conflicts.

Position Requirements

- A Bachelor's degree and/or PMP or equivalent certification are required
- 2-5 years direct work experience in a project management capacity, including all aspects of process planning, execution, and financial planning such as revenue and cash flow projections. Focus in IT and Construction projects will be an advantage
- Experience working both independently and in a team-oriented, collaborative environment.
- Demonstrated experience in personnel management and ability handle shifting priorities, demands and timelines.
- Analytical and problem-solving capabilities, strong written/oral communication skills and strong interpersonal skills are a necessity.
- An ability to read communication styles of team members, contractors and customers who come from a broad spectrum of disciplines will also be necessary.
- 25% Travel required.

Position Responsibilities

- Direct and manage project development from beginning to end, including defining project scope, objectives and deliverables that support business goals in collaboration with senior management and project stakeholders.
- Develop full-scale project plan, budget, and associated communications documents in collaboration with project team.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Plan, schedule and track project timelines, milestones and deliverables.



- Develop and deliver progress reports, proposals, requirements documentation, and presentations.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Define project success criteria and disseminate them to involved parties throughout project life cycle.
- Estimate the resources and participants needed to achieve project goals, including negotiating with other department managers for the acquisition of required personnel from within the company, determine and assess need for additional staff and/or consultants and make appropriate recruitments, if necessary, during project cycle.
- Draft and submit budget proposals and recommend subsequent budget changes where necessary.
- Build, develop, and grow any business relationships vital to the success of the project.
- Conduct project post mortems and create recommendations reports in order to identify successful and unsuccessful project elements.

Other duties as assigned.