

The Project Manager will be responsible for leading high complexity HRIS projects and programs with multiple work streams in North and South Americas and on the global level.

What You'll Be Doing

- Partners with multiple HR Centers of Excellence (COEs) and other Business Units (BUs) to understand and scope out business problem and requirements and work with HR Technology resources to design, configure and roll out HRIS solutions
- Establishes project goals, milestones, and procedures, defines roles and responsibilities, acquires project resources, coordinates projects throughout company and across regions
- Leads project calls, assigns work and manages project to timeline and outcomes. As needed, optimizes processes end-to-end and leads process redesign by mapping current processes, designing future state, developing and executing implementation and change management plans.
- As needed, collects, validates and maintains business requirements Provides regular updates to leadership, facilitates issue resolutions, conducts regular project calls, delivers communication and training as necessary - will need excellent communication and collaboration skills
- Monitors projects through all phases of project to ensure that projects are delivered on time, on budget, and within scope
- Develops, maintains and shares required project management artifacts, such as project plans, team charters, etc., and keeps records in the project management and project time tracking systems up to date
- Controls and evaluates changes to the project scope, project schedule, and project costs using appropriate change control protocols to ensure appropriate approvals
- Guides project oversight by establishing and enforcing policies and procedures; providing trends and forecasts; explaining processes and techniques.
- Drives compliance to the project management governance framework Proactively identify new trends and technologies for possible implementation and make recommendations on replacing or improving existing ineffective systems or processes.

What Are We Looking For?

- Ability to manage end to end projects on a global scale
- Solves complex problems; takes a new perspective using existing solutions
- Works independently; receives minimal guidance
- Acts as a resource for colleagues with less experience Uses best practices and knowledge of internal or external business issues to improve products/services or processes
- Excellent communication skills to be able to effectively partner with business units, stakeholders, and technology teams on a global scale.
- Ability to collaborate with and effectively communicate with internal and external teams
- PMP certification is preferred, but not required
- Lean Six Sigma (Green or Black Belts) certification is a plus
- Knowledge of Agile and Waterfall methodologies Prior process redesign and requirements gathering and documentation experience is preferred
- Any exposure to the following fields would be a plus but is not required: HR, Payroll, Workday.
- Prior experience with Workday, Cornerstone, ServiceNow is a plus.

Experience / Education

Typically requires a minimum of 10 years of related experience with a 4 year degree; or 8 years and an advanced degree; or equivalent experience.