



PROJECT MANAGER

REPORTS TO: SVP IT

SUPERVISES: None

CROSS TRAINS WITH:

POSITION OVERVIEW: This position will be responsible for working closely with business managers, executives, and employees across diverse departmental teams to ensure key projects meet quality, schedule, and budget objectives. This position will also act as a business analyst, converting business project specifications into programming specifications.

Job Duties:

- Coordinate the prioritization and timelines of projects and milestones.
- Maintain and implement effective project measurement and tracking tools and methodologies.
- Create reporting and communicate project progress with management and stakeholders
- Manages technical projects and follow-up meetings to ensure all requirements, objectives, and timelines are met.
- Makes sure project goals are delivered on time and on budget
- Communicate status between the business units and technical team, from initial requirements to final implementation.
- Keep the organization on track, organized, and focused on key deliverables.
- Translate project requester's business requirements into detailed and functional project specifications.
- Work with Software Development to ensure project specifications are complete and accepted by requestor before programming begins.
- Participate in the analysis of the business operations to understand strengths and weaknesses to determine opportunities to automate processes and functions.
- Work with management to define success criteria, articulate milestones, and adjust your approach to best support the business and project teams.
- Identify project risks and possible pitfalls to help mitigate project delays or problems and impact on other projects or processes.
- Commitment to dig into unfamiliar subject matter and become an expert.
- Ability to learn and understand the use of current and new technologies to understand and manage integrations with existing systems and services.
- Management and coaching of others in project management methodologies.
- Responsible for developing and coordinating test plans to ensure successful and timely project completion.
- Perform testing to confirm that development output matches project specifications before releasing to UAT.



Qualifications

- High school diploma is required. College credit or degree desired.
- PMP certification required.
- 5+ years of project and/or program management experience in a fast-paced, high-change environment.
- Experience with all phases of the project management lifecycle and ability to remain agile adapt quickly, and highlight risks at any time.
- Ability to manage multiple projects simultaneously.
- Solid knowledge of PMI's project management methodology.
- Experience operating as a business analyst (working with users to develop programming specification documents to meet business needs).
- Strong interpersonal communication skills (written and verbal).
- Exceptional presentation skills with the ability to communicate with all levels of the organization in a collaborative, relationship-building manner.
- Persuasive, collaborative business acumen with the ability to drive the business strategically, set expectations, and influence others.
- Proven ability to manage projects in a matrix management environment where goals, budgets, priorities, and internal/external resources need to be aligned with a variety of teams, projects, and initiatives. Experienced use of various project management tools.
- Comfortable with ambiguity.
- Program management and project portfolio management experience preferred.
- Experience in financial services, banking, or accounts receivables preferred.