

CONTACT jamesprogramsprojects@gmailcom if interested in this position

Description – Project Manager – Fully Remote – Systems Implementation

A Project Manager is someone who can lead and motivate teams on both large-scale, high-profile projects and/or multiple smaller projects. He or she must be a self-starter and quick learner, comfortable interacting with a client and also focused enough to follow-through on the day-to-day details of each assigned project – including managing costs, hours, scope, quality, and schedule; reporting financials to senior management during monthly PMO meetings; providing weekly status reports to internal and external stakeholders; and leading internal and client-facing meetings. He or she may be asked to wear many hats, such as providing input into process improvement, leading workshops, and writing articles for the company website. Most importantly, the Project Manager must be passionate about traditional project management activities. He or she must be willing to follow the rigorous set of project management processes that the company already has in place and be enthusiastic about contributing new ideas on how those processes can be improved. The company Project Manager will be part of a highly motivated, self-supporting project management team that plays an integral part in delivery of projects and are key enablers of strategic goals.

Requirements

- Bachelor's degree is required
- 5+ years' experience in information technology or professional services as a Project, Program and/or Portfolio

Manager or other leadership in consulting services delivery required

- Direct experience with financial management of budget, hours tracking and invoicing
- Excellent verbal and written communication skills
- Strong analysis and problem-solving skills
- Excellent time management and organizational skills
- Experience and/or ability to lead and manage 3-5+ direct reports; superior people and personnel management skills
- Strong business acumen with the ability to work and interact directly with clients independently and autonomously
- Demonstrated advanced project risk analysis and mitigation experience
- Problem solving capabilities, flexible and able to handle multiple initiatives concurrently

- PMI PMBOK understanding and PMI PMP certification is a differentiator