

CLIENT OVERVIEW

A professional services firm with highly skilled management consultants who provide a psychological perspective to help senior executives is seeking an IT Project Manager. This firm combines business acumen, expertise, and an understanding of leader analytics, to translate insights into practical and strategic solutions that accelerate the growth and performance of individuals, teams, and companies.

POSITION SUMMARY

The IT Project Manager functions within the IT department and ensures the efficient operation of IT projects. The position reports to the director of Operations and IT. The IT Project Manager will be responsible for successfully managing and delivering technology. The ideal candidate will have the ability to direct teams and work and communicate well with all levels of management to design and develop technological solutions to drive efficiency, quality, and performance to optimal levels. This position spans several projects and requires a self-starter who is eager to dig in and learn new technologies and environments. Additionally, the IT Project Manager must be highly relationship-oriented.

ESSENTIAL FUNCTIONS

- Manages projects, creates communications and change-management plan within the IT department, and oversees all aspects of the IT project management process
 - Determines project goals and priorities with project sponsor(s) and other key stakeholders
 - Creates work breakdown structures, identifying and scheduling project deliverables, milestones, and required activities and tasks
 - Implements project communication and change-management plans
 - Prepares documentation, schedules, and reports as needed
- Provides leadership, direction, and purpose to project team members throughout the project life cycle and ensures that they have what is necessary to provide deliverables
 - Builds and manages project teams
 - Establishes work plans and staffing for project activities, iterations, or phases and arranges for assignment of the project team

- Manages risk and vendor relationships
 - Identifies potential risks on projects early and provides thoughtful and timely recommendations for risk avoidance and mitigation
 - Researches and resolves issues and problems as they arise, tapping the appropriate individuals for prompt solutions
 - Develops productive and trusting relationships with vendors to achieve cost effective, timely, and relevant business outcomes

REQUIREMENTS

- Maintains confidentiality of all pertinent information
- Possesses strong communication skills
- Has solid organizational skills and the ability to multitask and meet deadlines
- Is highly customer-service oriented
- Has a strong process background and is attentive to ongoing process improvement
- Performs other duties as assigned

SKILLS, EDUCATION & EXPERIENCE

- Thinks strategically and is able to link actions to desired outcomes
- Can work within an Agile project management framework
- Leads and collaborates, engaging others and directing activities as needed
- Is able to gather and communicate business needs to technology providers
- Is organized, responsive, and resourceful
- Is able to work effectively within ambiguity
- Four-year college degree strongly preferred
- Prior experience with custom software development preferred