



The Project Management role at Octavian Technology Group manages client projects, product backlogs, and team coordination. Project management responsibilities include the coordination and completion of projects in accordance with our Statement of Work. This role will oversee all aspects of our project work at our clients. In addition, responsibilities include preparing reports for client stakeholders regarding status of project(s), coordinating deadlines, aligning responsibilities and monitoring and summarizing progress of projects. This is a remote position and pay is negotiable based on experience.

Responsibilities:

- Coordinate resources for the successful execution of projects
- Maintain client satisfaction
- Ensure that all projects are delivered on-time, within scope, and within budget
- Assist in the definition of project scope, requirements, and objectives; involving all relevant stakeholders and ensuring technical feasibility
- Develop a detailed project plan to monitor and track progress
- Manage changes to the project scope, project schedule, and project costs
- Measure project performance using appropriate tools and techniques
- Report and escalate to Octavian leadership and client management as needed
- Manage the relationship with the client and all stakeholders coordinating a unified vision
- Perform risk management to minimize project risks
- Create and maintain comprehensive project documentation
- Meet with clients to take detailed ordering briefs and clarify specific requirements of each project
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis
- Use and continually develop leadership skills

Requirements:

- Proven working experience in project management
- Proven working experience in product ownership
- Proven working experience as a team scrum master
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills, including attention to detail and multitasking skills



- Strong working knowledge of Microsoft Office 365
- Strong ability to manage and juggle multiple projects with multiple clients
- Strong familiarity with project management software tools, methodologies, and best practices
- Experience with Software Development Lifecycle methodologies including Kan-Ban, Scrum, and Waterfall
- Experience communicating with technical teams and at the CxO level
- Proven ability to complete projects according to outlined scope, budget, and timeline

Desired skills & proficiencies:

- Developing and Tracking Budgets
- Coaching / Process Improvement
- Project Management
- Product Ownership
- Workflow Mapping
- Planning / Road Mapping

About Octavian Technology Group: Founded in 2019, Octavian Technology Group prides itself on being able to provide great opportunities for consulting technologists to flourish. Our focus is to make the companies we work with stronger, more successful, and competitive. We are looking for humble, hungry, and team conscious individuals that excel at working together while leading by example. We are looking for people that are smart, get things done, and share our passion of giving back to the community. Our culture is casual but professional, serious but light-hearted. We believe in promoting diversity, inclusion and putting our employees first.