



Project Manager

[Application Link](#)

Compensation: \$80,000.00 to \$90,000.00 Annually
Benefits Offered: 401K, Dental, Life, Medical, Vision
Employment Type: Full-Time/Exempt

Overview

The individual in this position will help us maximize our resources and maintain optimal efficiency by shepherding projects through appropriate channels.

Behavioral Expectations

- Identify and seek personal and professional growth opportunities and proactively contribute to the success of the team and company.
- Courageously adapt, celebrate the achievements of others, and take pride in doing quality work.
- Develop and leverage self-awareness and self-management to establish and maintain genuine relationships with colleagues, leadership, and external stakeholders.
- Proactively learn about and consciously leverage your unique and powerful Strengths in a manner that supports cohesion and company-wide success.

Tactical Objectives

- Validate and document project scope, objectives, and success criteria, and expected ROI/VOI.
- Assess project scope and impact and use that information to predict resources and budget needed to reach objectives, manage resources, and project costs in an effective and efficient manner.
- Develop and maintain a detailed project schedule and work plan.
- Manage issues, risk, and project change requests to ensure successful and on-time project delivery.
- Provide project updates consistently to various stakeholders about strategy, adjustments, and progress.
- Measure project performance to identify areas for improvement.
- Create/develop reports that communicate relevant information to internal and external stakeholders.
- Ensure Project Lead understands and can use established project management tools and techniques.
- Work in conjunction with team to establishing practices, templates, policies, tools, and partnerships to expand and mature these capabilities for the organization.

Required Skills, Abilities, Experience, Education/Certifications

- Must have a minimum of four years of professional experience fulfilling a PM role.
- Must have a B.S. or B.A. in a related field.
- Must be able to pass a background and reference check successfully.
- Must have access to reliable internet and power.
- Must have strong working knowledge of all MS Office Suite products, particularly Word and Excel.
- Must have a dedicated workspace where you can effectively engage in work related activities without unnecessary interruptions.

Physical, Mental, and Sensory Capabilities

- Be able to speak, write, and communicate fluently in English.
- Be able to learn, retain, and utilize data and information.
- Be able to learn and utilize new technologies to fulfill job functions.
- Be able to recognize, understand, and respond to written and spoken words, understand facts and figures, and adhere to established processes.
- Be able to effectively use a variety of peripherals, such as a printer, scanner, computer, phone, etc.
- Be able to pick up, lift, assemble, carry, and move objects and equipment of up to 30 pounds.
- Be able to maintain sustained concentration on computer screens.
- Be able to engage in some overnight and day-long business trips.

We are proud to be an Equal Opportunity Employer. *All individuals will be required, once hired, to successfully pass a background, reference, and education verification process and must demonstrate that they are legally authorized to work in the United States.*