

Position: Project Manager
Hours: Monday – Friday \ [8 AM] – [5 PM]
Compensation: TBD
Department: PMO
Supervisor: Aaron Brune

Position Summary:

Project management responsibilities include delivering every project on time and within scope. Project managers should have a background in business skills, management, communication, budgeting, and analysis. Project managers are skilled at getting the best out of the people and projects that they oversee. They thrive when planning projects and working with project teams.

- Work closely with Program Director to coordinate internal resources and third parties/vendors for the flawless execution of projects
- Work closely with Program Director to ensure that all projects are delivered on-time and within scope
- Developing project scopes and objectives and involving all relevant stakeholders and ensuring technical feasibility
- Communicate resource needs to resource managers and program director
- Develop a detailed project schedule to track progress
- Use appropriate verification techniques to manage changes in project scope and schedule
- Measure project performance using appropriate systems, tools and techniques
- Report and escalate items to management as needed
- Manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation

Position Requirements:

- Proven working experience as a Project Manager in a vendor role
- Excellent client-facing and internal communication skills
- PMP certification
- Excellent written and verbal communication skills
- Strong organizational skills including attention to detail and multi-tasking skills
- Strong technical background, with understanding or hands-on experience in software development
- Proven working experience as a Project Manager in the information technology sector
- Strong working knowledge of Microsoft Office

Inquiries:

Direct all inquiries to:
Intellectual Technology Inc.
2980 Coliseum Blvd E
Fort Wayne, IN 46805