



Position: Project Manager

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 responsible for communication of project status and needs to identified stakeholders (internal and external), maintaining the project schedule, working closely with the Program Director, identifying and managing risks and issues, and ensuring all project artifacts are completed and archived with the project. Project managers should be experienced in managing projects in a vendor environment to external customers utilizing both Agile and traditional development.

- 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
- Utilize agile project management techniques

Position Requirements:

- Proven working experience as a Project Manager in a vendor role
- Excellent client-facing and internal communication skills
- PMP certification, PMI-ACP certification a plus
- 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
- Adaptability supporting an external client
- Strong working knowledge of Microsoft Office including MS Project

Inquiries:

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