

Senior Level Project Manager

July 17, 2019

General Overview

Our software start-up is seeking a Senior Project Manager to be responsible for the direction, implementation, control and completion of project, while remaining aligned with strategy, commitments and goals of the organization. Knowledge of larger landscape without neglecting granular details while staying alert for risk and resolving issues as they arise. We are seeking an experienced individual that can ensure project standards and monitor scope with project quality.

Responsibilities

- Oversees strategic plan, monitoring and adapting as needed
- Creates project plans and communication plans
- Maintains project objectives, sets milestones and allocates resources
- Monitors production and quality to customer/stakeholder/sponsor standards
- Identifies and resolves issues and risks
- Reports on project progress, offers viable solutions and opportunities as they arise
- Implements change practices
- Manages resources to make sure schedule is on track
- Portfolio management
- Lead meetings and set expectations for project team
- Maintain budget
- Reporting on projects and portfolios
- Foster partnership with customers/stakeholders/sponsors

Education & Experience

- Project management qualification (PMP) or equivalent
- Theoretical and practical project management knowledge
- Knowledge of techniques and tools
- Experience as a project manager
- Experience in strategic planning, risk management and/or change management
- Proficiency in project management software tools

Key Competencies

- Bachelor's degree required; masters preferred
- 10+ years' experience in project management, especially larger projects with established firms
- PMP certification required; PMO experience preferred
- Experience in Agile teams
- Proven leadership skills
- Expertise in conflict resolution
- Analytical and strong organizational skills, with excellent verbal and written ability
- Proficiency with related software tools including but not limited to Smartsheet, JIRA, MS Excel, etc.