



## Project Manager

### Job Summary

Responsible for project management of multiple web-based application development projects. Serves as the team lead for a group of developers who are responsible for performing complex analysis, design, development, integration, testing, and debugging of software. Position requires strong IT project management skills including communication, coordination, planning, oversight, relationship management, problem solving, team motivation, facilitation, and issue and risk management. Must be a self-starter with ability to take direction, and work independently and as part of a team. Responsible for delivering high-quality solutions on schedule and on budget. Must be extremely customer focused and committed to providing excellent customer service. Serves as the primary point of contact for the client on all issues related to the project. Will be expected to perform technical writing as needed. Work under general to little supervision and assist with other company efforts as needed.

### Practical Experience

Experience providing project management and leadership for highly technical and complex Information Technology problems. Individual has recent and relevant experience in preparing reports and presentations in support of enterprise-wide solutions and projects. This individual works as a leader of a team. Must be able to keep an eye on the big picture while ensuring the details are covered.

### General Experience

Eight years of progressive experience in the field of Information Technology Project Management.

### Specific Experience

#### **Project Management:**

- Full and complete understanding of the IT project management discipline including all phases of the System Development Life Cycle
- Significant experience leading IT teams on software development projects, serving as the primary point of contact for customers, facilitating meetings, solving issues, managing risk and quality, motivating people, and interacting with personnel from other departments

- Experience using Microsoft Project and Microsoft Office to create project management documentation such as project charters, scope statements, work breakdown structures, project schedules, network diagrams, status reports, etc.
- Manage all project communication and reporting
- Ability to identify and establish all project requirements

**Leadership:**

- Ability to lead diverse teams of developers from various cultures
- Ability to handle low level personnel issues and foster a team-focused atmosphere

**Relationship Management:**

- Demonstrated experience in successful management of customer relationships with a variety of customers
- Ability to build effective relationships at all levels of the organization

**Documentation:**

- Ability to review, critique, and improve documentation, ability to design detailed documentation requirements, ability to determine contingency and mitigation requirements

**Certifications**

- Project Management Professional (PMP) preferred

**Physical Demands**

**(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)**

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The employee may occasionally lift and/or move more than 25 pounds.
- Employee will sit for several hours each day but will also need mobility and ability to stand, type, and walk for periods of time.
- The employee is occasionally required to stand and stoop, kneel, crouch, or crawl.
- While performing the duties of this job the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.

**Work Conditions**

- The noise level in the environment is moderate.
- The environment is a typical office setting.

\*Green card holders and U.S. Citizens only

Please send your resume and cover letter to [hr@powtec.com](mailto:hr@powtec.com) or fax to (360) 377-8608.