

## Technical Project Manager

---

### JOB DESCRIPTION

**Reports To:** Director of Implementation Services

**Role:** Administer standard program and project management processes. Handle all aspects of project planning, requirements gathering, scheduling and work planning, communications, issue resolution, cost tracking, financial reporting and change management. During the program life cycle, the PMO manager adds value by ensuring delivered projects meet design specifications and quality standards and get completed in a timely manner.

#### Primary Responsibilities:

- Responsible for assigned ad hoc projects
- Direct and manage project development and scope from beginning to end.
- Define project scope, goals and deliverables that support business goals in collaboration with clients, client services team, management and stakeholders.
- Develop full-scale project plans and associated communications documents.
- Effectively communicate project expectations to team members and stakeholders
- Estimate the resources and participants needed to achieve project goals.
- Draft and submit budget/scoping proposals, and recommend subsequent changes
- Where required, negotiate with other department managers for the acquisition of required personnel/resources from within the company.
- Set and continually manage project expectations with team members and other stakeholders.
- Delegate tasks and responsibilities to appropriate personnel.
- Identify and resolve issues and conflicts within the project team (client side, internal teams and vendors).
- Identify and manage project dependencies and critical path.
- Plan and schedule project timelines and milestones using appropriate tools.
- Create and deliver frequent project status reports to project team and clients
- Analyze results, and troubleshoot problem areas.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Define project success criteria and disseminate them to involved parties
- Develop best practices and tools for project execution and management.
- Review deliverables prepared by team before passing to client.
- Effectively apply our methodology and enforces project standards.

#### Skill Requirements:

Successful candidates will likely have:

- A bachelors degree in a technical discipline or equivalent plus two to five years experience using web development tools and architectures such as: Visual Basic, C++, SQL Server, ASP, OOD, and COM.
- Two to five years experience on multiple platforms: Web Servers, NT, Windows 2000, and Application Servers
- Demonstrated skills with project management tools and methodologies, software development lifecycle, and problem solving.

**Compensation:**

Compensation consisting of base salary and benefits package will commensurate with experience and competitive with comparable positions at eCommerce companies.