

## TEKsystems Project Manager

### **Job Description**

One of TEKsystems' customers, the nation's leader in their respective industry, is looking to hire a mid-to-senior level Project Manager.

Our client recently established a PMO and subsequently hired a PMO Director. Due to the "newness" of the role and the department in general, there is a lot still to be learned. This person would be the new Director's first hire. Our customer is looking for someone who has established PM methodology and experience as a project manager. There are currently approximately 50 projects in-flight with another 50 that are in the pipeline, so this candidate would be given several small-to-medium sized projects at first and ramp up after that. This is an enterprise PMO so the projects will span very technical/IT in nature to very business-centric.

The Project Manager will need to have the ability to create project charters and project plans, drive stakeholder management (internal and external), assess risks, and drive projects to completion.

### **Standard duties are below...**

#### **What you'll do:**

Ensure that all projects are delivered on-time, within scope and within budget

Develop project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility

Identify and manage project risks and issues, and implement effective mitigation strategies to ensure successful project delivery

Coordinate and collaborate with cross-functional teams, including IT development, infrastructure, operations, and business units, to ensure alignment and integration of project activities

Report project outcomes and/or risks to the appropriate management channels and escalate issues, as necessary, according to project work plan

Ensure resource availability and allocation (if required for project size)

Develop a detailed project plan to track progress

Leverage standardized procedures to manage changes in project scope, schedule and costs

Measure project performance using appropriate systems, tools and techniques

### **Additional Skills & Qualifications**

PMP is not required, but a plus. Ideally, the PM would have experience with IT and business-centric projects.

### **Employee Value Proposition (EVP)**

This is an opportunity for someone to join a well-established organization that has been around for many years and is quite stable and growing but join a group within that is very new and somewhat immature at this point, so this offers an opportunity to get into the PMO at the ground level so to speak.