

Position: Project Manager – PMO

Location: Irvine, CA

Revolutionizing business through data science and analytics, Alteryx offers an end-to-end analytics platform which empowers data analysts and scientists alike to break data barriers, deliver insights, and experience the thrill of getting to the answer faster. Organizations all over the world rely on Alteryx daily to deliver actionable insights.

Join our team of passionate and hard-working associates, and help make a difference in people's lives by creating software that enables business users to solve problems using data that were previously thought to be unsolvable, save them days, weeks and months of mundane data prep and blending, and help them truly love their jobs again.

Overview:

Alteryx, Inc. is looking for an experienced Project Manager to join our Project Management Office (PMO). The purpose of this role is to manage multidisciplinary cross-functional projects deploying new capabilities across our organization.

This role reports to the Manager, PMO and will work with many teams across the organization. Our ideal candidate is someone who has successfully led software and/or system implementations in the past, can take initiative and understands the needs of the business.

Responsibilities:

- Work with key stakeholders to make workable plans to both meet business needs and deadlines as well as manage cross functional relationships
- Help identify issues and bottlenecks, work with management to escalate and resolve outstanding to keep teams and project productive
- Drive future innovation through collaboration with cross functional teams
- Outline areas of process improvement, transformation, efficiency planning to increase overall productivity
- Manage project scope & requirements along with contract and account commitments, avoiding unexpected or unnoticed scope-creep
- Help translate project and system requirements into intelligent work instructions
- Utilization and collaboration of PMO Framework
- Determine the resources (time, money, equipment, etc.) required to complete the project and ensure that all projects are delivered on-time, within scope and within budget.
- Determine success criteria which the project will be evaluated at completion.
- Review the project schedule with senior management and all associates affected by the project activities.
- Coordinate internal resources (including business stakeholders and business system administrators) and third parties/vendors for the flawless execution of projects
- Establish a communication cadence to update project stakeholders on the progress, changes or escalation of the project and project plan
- Perform risk management to minimize project risks
- Mentor Alteryx associates in project management methodologies and practices

Qualifications:

- Minimum five (5) years project management and software delivery experience
- Track record for successful delivery of software implementations
- Team leadership skills essential to the role
- Prior experience with HCM Implementation is a huge plus

- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail, problem solving flexibility and conflict resolution ability
- Demonstrated ability to lead cross-functional teams and work effectively in dynamic/fluid situations
- PMP is a plus

Unsolicited third party/agency profiles and resumes will not be considered. Please do not inquire.

Alteryx, Inc. is an Equal Employment Opportunity Employer