

Information Security Project Manager

Job Family: Information Technology

Requisition Number: R026640

Work Location: Santa Ana, CA

Employment Category: Full Time - Regular

To apply: <https://careers.firstam.com/job/13599332/information-security-project-manager-santa-ana-ca/>

Company Summary

Join a team that puts its People First! Since 1889, First American (NYSE: FAF) has held an unwavering belief in its people. They are passionate about what they do, and we are equally passionate about fostering an environment where all feel welcome, supported, and empowered to be innovative and reach their full potential. Our inclusive, people-first culture has earned our company numerous accolades, including being named to the Fortune 100 Best Companies to Work For® list for six consecutive years. We have also earned awards as a best place to work for women, diversity and LGBTQ+ employees, and have been included on more than 50 regional best places to work lists. First American will always strive to be a great place to work, for all. For more information, please visit www.careers.firstam.com.

Job Summary

Information Security Project Manager

Job Description

The Information Security Project Manager will be responsible for delivering projects and programs to successful completion in a large corporate and cross-functional environment. A successful candidate will need to demonstrate repeated success at independently navigating the strategic and operational aspects of multiple medium to large and complex projects simultaneously and effectively managing day to day tasks using PMI framework and methodology.

Essential Functions

- Clearly define and communicate project goals and objectives, key business drivers, expected benefits and outcome, scope, milestones, and deliverables.
- Develop and manage full scale project plans and deliverables (milestones, tasks and activities, dependencies, resource plan, project budget and procurement requirements), baselining, execution and reporting.
- Assemble, coordinate, and manage cross-functional project team members across the organization and third-party partners, key stakeholder and project sponsor(s).
- Facilitate meetings including preparing agendas and coordinating schedules and materials, documenting meeting minutes, following-up on action items; gathering, organizing and distributing project related documentation
- Minimize exposure and risk across multiple projects. Conduct risk monitoring and controls to achieve expected outcomes on time and on budget through timely recognition, raising and tracking of project risks and issues (RAID Log management) and actively prioritizing and driving to resolution.
- Manage the day-to-day operational and tactical aspects of multiple projects
- Must be able to partner and coordinate with third party and other project teams.
- Manage to third party partner statement of work and deliverables. Manages the integration of third-party tasks and tracks and review vendor deliverables.
- Familiar with PPM tools for consistent tracking and accurate communication of project status, timeline, deliverables, changes following established project change control process, phase gates, and financials with all stakeholders.
- Ability to evaluate project progress towards meeting its objectives, determine the cause of deviations and take corrective actions to address variations.
- Collaborate effectively with the program management office and program leadership
- Strong communication and presentation skills that are timely, clear and appropriately catered to each audience.
- Confront issues timely and openly with tact and professionalism.
- Handle difficult personnel situations directly, using appropriate discretion and respect for the individual
- Ability to listen and accept input and feedback from team members
- Required to perform duties outside of normal work hours based on business needs.

Knowledge and Skills/Technology Used

- 5+ years of experience with Microsoft Office Suite (Word, Outlook, PowerPoint, Access, Excel, Visio)
- 5+ years of experience with Microsoft Project and PPM Tools
- Strong Title insurance/Mortgage acumen and IT experience
- Proficient in variety of project delivery methodologies (RUP, ITIL, Agile, Waterfall)
- Leadership skills that inspire team members to attain goals and pursue excellence
- Detail-oriented possessing high organization and planning skills
- Strong Project Accounting skills to track project budgets, develop project cost estimates and forecasting
- Excellent and professional communication is a must

Typical Education

BS/BA/MBA preferred or equivalent experience

Typical Range of Experience

Typically have 5+ years of directly related experience

License or Certification

PMP Certification Preferred

CSM (Certified Scrum Master) Preferred

First American invests in its employees' development and well-being, empowers them to provide superior customer service and encourages them to serve the communities where they live and work. First American is committed to diversity and inclusion. We are an equal opportunity employer.

Based on eligibility, First American offers a comprehensive benefits package including medical, dental, vision, 401k, PTO/paid sick leave and other great benefits like an employee stock purchase plan.

