**AAG Reverse Mortgage - Project Manager**

**Position Summary:**

Performs all Project Management responsibilities, managing multiple projects concurrently. Prepare and maintain project plans, monitor progress within multiple areas, act as liaison between IT and user departments, and prepare presentations for management. The incumbent will be expected to keep all stakeholders informed of developments on the projects. May also be expected to perform senior business analyst functions, such as writing or overseeing the writing of business requirements and/or business and system specifications.

**Essential Functions:**

* Work with other project manager to lead project teams through all phases of the project lifecycle: Initiation, Planning, Execution, Monitoring & Controlling, & Closing.
* Responsible for all or multiple aspects of the project(s) and accountable for a number of deliverables or functions associated within a project.
* Defines project scope and objectives. Provides recommendations to management on detailed work plans, schedules, project estimates, resource plans, and status reports for project approval. Takes business unit projects from original concept through final implementation.
* Establishes procedures for project reporting and documentation.
* In addition to regular project communications, responsible to prepare, present, and distribute project information to applicable project, program, or portfolio managers.
* Reviews statuses and modifies schedules as needed.
* Coordinates project tasks with all departments to ensure goals and requirements are met.
* Develops and maintains technical and project documentation.
* Provides administrative and organizational support through the coordination of activities relative to each project management process area.
* May manage simple project(s) or phase(s) of standard or complex projects
* Research and develop project timelines, deliverables, resources, tasks and dependencies based upon the agreed scope of work. This data is often part of a larger, more complex plan
* Maintain strong focus on customer satisfaction by delivering exceptional project performance
* Ensure that the project deliverables are on time, within budget and at the required level of quality
* Evaluate the outcomes of the project as established during the planning phase

**Minimum Qualifications (Knowledge, Skills and Abilities)**

* Bachelor's Degree or equivalent experience.
* Related experience with emphasis in mortgage lending a plus
* Demonstrated ability to interpret and apply standard policies, procedures and other established guidelines.
* Effective communication skills for exchanging routine and non-routine information (verbally and in writing) with people inside and outside the company.
* High level of proficiency with MS Office suite to include Visio and Microsoft Project
* Track and maintain deliverables and documentation including updates to the project
* Demonstrated critical thinking and problem-solving skills to recognize, evaluate, and brainstorm solutions to encountered issues.

**Angela Taylor | Senior Talent Acquisition Specialist**

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