Technical Project Manager

**About the Job**

**Position Requirements/Competencies:**

Project Portfolio Management

·          Creates and executes project work plans and revises as appropriate to meet changing needs and requirements

·          Identifies resources needed and assigns individual responsibilities

·          Manages day-to-day operational aspects of several projects and scope

·          Reviews deliverables prepared by different teams

·          Effectively applies our methodology and enforces project standards

·          Minimizes our exposure and risk on project

·          Facilitates team and client meetings effectively

·          Resolves and/or escalates issues in a timely fashion

·          Understands how to communicate difficult/sensitive information tactfully

·          Technical Understanding of application integration and operational needs

·          Possesses general understanding in the areas of application programming, database and system design

**PROFESSIONAL QUALITIES**

Education/Experience

·          Minimum of 5 years of experience in related field

·          Familiarity with vendor management and consulting environment

·          Experience with web site management, consumer applications, and operational production environment in a very dynamic and fast paced environment

·          Manages the process of innovative change effectively

·          Identifies opportunities for improvement and makes constructive suggestions for change

·          Manages the process of innovative change effectively

Teamwork

·          Consistently acknowledges and appreciates each team member's contributions.

·          Effectively utilizes each team member to his/her fullest potential.

·          Motivates team to work together in the most efficient manner.

·          Mitigates team conflict and communication problems.

Client Management

·          Manages day-to-day client interaction

·          Sets and manages client expectations

·          Develops lasting relationships with client personnel that foster client ties

·          Continually seeks opportunities to increase customer satisfaction and deepen client relationships.

**ORGANIZATIONAL RESPONSIBILITIES**

Internal Operations

·          Suggests areas for improvement in internal processes along with possible solutions.

·          Leads internal teams/task forces

·          Approves team members' time and expense reports in a conscientious and timely manner.

·          Reviews the status reports of team members and addresses issues as appropriate.

·          Complies with and helps to enforce standard policies and procedures

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