Job Description – Project Manager

Detailed Description

IT Project Management using PMI best practices for large scale private and public sector technology projects.

Roles and Responsibilities:

- Identifies the stakeholders & decision-makers for all assigned projects
- Solid comprehension of the statement of work (SOW)
- Evaluates timeline requirements and identifies & obtains required internal engineering resources
- Initiates internal and external kickoff calls, in addition to leading weekly project status calls as needed
- Documenting all project status, meeting notes, project metrics and budget financials
- Creates & utilizes MS Project plans
- Creates & manages communication matrix, risk management, and change management logs
- Identify and tracks critical milestones throughout the project lifecycle
- Maintains & manages external-facing client project SharePoint portal(s)
- Manages all project closure activities, not limited to closure meetings, post mortems and follow up surveys

Additional Duties:

- Financial\budget reporting
- Project SharePoint site management and administration
- Project code ERP management and administration

Skills and Experience:

- 3-5+ years of Information Technology Project Management experience working within a VAR
- Willing to pass the PMP Certification within 18 months of being hired
- CompTIA Project+ certification
- MS Project experience
- MS SharePoint experience
- Technology-focused 4 Year College Degree
- Knowledge of Cisco related voice and data technologies – CUCM upgrades and deployments – (Cisco IP Telephony project management experience is a must)
- Knowledge of and/or experience managing projects centered on Data Center solutions (not limited to EMC, NetApp, VMWare, VDI etc…)
- Knowledge in LAN\Infrastructure switch\router and large volume \ enterprise-level access point (AP) deployments (this is a must)

Minimum Qualifications/Technical and Education Requirements:

- 4-year college degree, preferably in a business or technology field.