



## PROJECT MANAGER JOB DESCRIPTION

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<b>Job Title</b>	Project Manager
<b>Department</b>	Program Management Office (PMO)
<b>Reporting To</b>	Deputy Director – Program Management

### JOB DESCRIPTION

We are looking for a highly motivated, self-tasking individual who can engage with stakeholders across a broad spectrum of the industry to develop and manage projects to meet our customers' needs. The position will involve the management of specific assigned projects of varying complexity. The role may require some travel, as needed, and will entail complex problem solving and desire to create sales activity to meet program and sales goals.

With a sales-focus and collaborative mindset, the successful candidate will be comfortable with overcoming obstacles and applying key details across their assigned projects. This position will be responsible for various stages within the lifecycle of a project including but not limited to the initiation, planning, execution, monitoring/controlling, and closing stages of a project from award to completion. This candidate will also work closely with their Business Development counterpart in upfront deal strategy, sourcing, and quoting processes to negotiate terms and generate formal quotes that adhere to our business model. In all aspects of the program, the ideal candidate should aim to meet or exceed our customers' requirements and expectations.

### KEY DUTIES AND RESPONSIBILITIES

- Organizing project activities in accordance with the mission and goals of the team.
- Working within an understanding of the budget and operating plan for the assigned projects.
- Assisting in writing proposals related to project management capabilities to increase award pipelines, creating deal strategy and formal quotes, and meeting sales goals with their BD counterparts.
- Development of standard project management deliverables across the lifecycle of the project including but not limited to: Charter, project plan, project schedule, communication plan, risk register, issues log, reporting brief's, and project dashboard (if applicable).
- Supporting assigned team with stakeholder meetings to advance and develop new and existing programs.
- Using transparent and timely communication regarding project issues and decisions on services.
- Producing accurate and timely reporting of project status throughout its lifecycle in various forums and settings.



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- Other duties as assigned.

### SKILLS AND QUALIFICATIONS

- Bachelor's degree in a business or technical discipline or equivalent experience in related field is preferred.
- Excellent verbal and written communication skills.
- Extremely proficient in Microsoft Office Suite or related software program.
- Organized with great attention to detail.
- Strategic thinker.
- Ability to adapt to change.
- Ability to learn quickly and to creatively solve new problems.