Our innovative and growing company is looking for a project manager level. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for project manager level

- Lead cross-functional projects (Agile and/or Traditional) guiding teams through all phases of the project life cycle managing risks, issues, and removing impediments blocking teams from achieving project goals on schedule and within budget
- Mentor and train Project/Scrum Teams, Scrum Masters, and/or Project Managers
- Consult with management and develop/review project proposals to determine goals, timeframe, funding limitations, and procedures for accomplishing project, staffing requirements, and allotment of resources
- Review each project deliverable and establish criteria for evaluating the status of all deliverables
- Coordinate custom solutions with other departments in the organization
- Review of all document submissions, including proposals and estimates, while ensuring compliance with the contract
- Serves as lead project manager on complex Corporate Projects and/or small-to-medium inter-related programs
- Develop project plans for medium to large sized projects based upon defined high level features and functions and defined project success criteria
- Assign project tasks to appropriate resources and communicate expectations and accountabilities in a timely and clear fashion
- Define communication strategies to ensure project stakeholders are engaged and aware of project activities and dependencies

- Demonstrated use of sound and proven project management and Scrum practices and tools, including excellent proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Typically requires a bachelor's degree plus 7+ years business or related experience
- Familiar with HTML and CSS a plus
- Manage the project budget, scope, and schedule, identifying and documenting needed changes to the original plan and ensuring project stakeholder and steering committee buy-in for any proposed changes
- Validate project deliverables against scope and quality expectations and participate in project stage-gates (including project post-mortems or wrap-ups), identifying opportunities for execution and process improvement
- Projects assigned to an IT Project Manager – Level II require coordination with other IT professionals, business sponsors and stakeholders, potentially outside of their property location, and external resources, including vendors, service providers, and strategic business partners