

Overview:

A.J. Boggs & Company seeks an experienced Project Manager to manage client/partner relationships, lead information technology (IT) teams, and develop new business opportunities.

You will join teams developing new products, providing managed hosting, and delivering IT consulting services to clients in health care, government, and manufacturing clients. You will be responsible for requirements planning, system engineering, client leadership, and project management.

Qualified candidates will have 5+ years experience managing IT projects and have excellent communication and interpersonal skills.

Duties and Responsibilities:

Project Management

- Proactively manage project teams to achieve their objectives.
- Develop detailed project plans following PMBOK and ITIL.
 - Formulate goals, strategies, schedules, budgets, staffing plans, contingency plans and resource plans. Identify and schedule project deliverables, milestones, and work breakdown structures.
- Identify and manage risks.
- Manage communication, status reporting, and change control processes as needed.

Team Leadership

- Manage diverse staff in fulfillment of tasks and responsibilities.
- Ensure effective training/professional development for staff. Define and monitor professional development plans with team members.
- Assist in the recruitment or assignment of project personnel.
- Provide timely direction and feedback to staff regarding their performance.
- Lead process improvement efforts.

Client Development and Relationship Management

- Target and develop new business, including direct sales programs to identify new business opportunities. Develop marketing strategies, promote products and services, develop and manage client relationships, develop proposals, and deliver presentations.
- Develop, build, and sustain long-term relationships.
- Represent A.J. Boggs at industry meetings, in the media, and through written and other forums.

Process Improvement

- Identify and communicate process improvements in the business and technical processes of the firm, its partners, and those of our clients.
- Establish effective procedures, standards and systems (processes).

Qualifications

1. Knowledge/Skills

Must be able to successfully manage teams to deliver desirable results. Must possess excellent interpersonal, writing, and verbal communication skills. Requires the ability to manage multiple projects, working under pressure among changing priorities to meet deadlines within budget. This position requires strong leadership, including the ability to effectively define goals and objectives and to select team members with strengths that match project needs. Must be able to define and manage project scope, requirements, and budgets.

2. Experience/Education

- 5+ years experience managing technical projects.
- Experience defining project requirements and managing the client relationships.
- Knowledge of current technology (Computer networks, Internet-based software development, database systems, etc.)
- PMP Certification desirable.
- Ability/experience writing proposals and targeting new business.

3. Other Desirable Traits (that correspond to the duties and responsibilities)

- Strong interpersonal and communication skills.
- Logical, decisive, and able to effectively mitigate risks.
- Action oriented.
- Integrity.
- Knowledge of software development and other IT processes.
- Detailed oriented and clear ability to accurately assess situations and propose remedies.
- Ability to learn new industry practices, technologies, methodologies, management skills, concepts, and procedures.
- Conflict resolution skills.

4. Other Requirements

- May require travel, successful completion of a drug test, and/or credit/background checks.

BENEFITS (compensation):

- Commensurate with experience
- Excellent salary and a full benefits package
- Ongoing opportunities for professional development provided

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