

## Project Manager II Job Description

### Job Description

The Project Manager is responsible for the planning, implementation, controlling and tracking of specific project(s) which has a beginning, an end and specified deliverables. The Project Manager II will manage multiple projects concurrently and effectively.

### Responsibilities

- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Develop project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Develop a detailed project plan to track progress
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate systems, tools and techniques
- Report and escalate to management as needed
- Manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation

### Requirements

- Proven 3-5 years of working experience as a project manager in business
- Solid technical background, with understanding or hands-on experience in application management, support or Information Technology
- Able to easily interact with Engineers, End Users and CxO level Executives
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail
- Proven ability to successfully multi-task and manage multiple projects concurrently
- Strong working knowledge of Microsoft Office and Microsoft Project

### Preferred Additional Qualifications

- BS/BA in Business, Information Technology or relevant field
- PMP or other recognized Project Management certification(s)