Project Management Systems Support Manager

This person works with the division leaders and others to create and implement project management systems for all areas of activity.

Role and Responsibilities:

For each project or area of effort to work with the project leaders to:

1. Determine and define project scope and objectives
2. Develop and maintain detailed project schedule and work plan
3. Predict resources needed to reach objectives in an effective and efficient manner
4. Prepare budgets based on scope of work and resource requirements
5. Track project costs and P&L in order to meet budget and projections
6. Generate project update reports on a consistent basis to various stakeholders and suggest adjustments
7. Apply industry best practices, techniques, and standards
8. Monitor progress and make adjustments to project documents as needed
9. Measure project performance to identify areas for improvement

Preferred Skills and Qualifications

1. Project management and related experience
2. Familiarity with project management software tools such as MS Planner Jira, Asana, and Agile methodologies
3. Proven ability to solve problems creatively
4. Competent with MS Office
5. Experience seeing projects through the full life cycle
6. Excellent analytical skills

General Qualifications

1. Results-oriented; proven ability to prioritize, drive and achieve results through self and others under time pressure.
2. Demonstrated ability to work productively with counterparts in a cross-functional capacity
3. Ability to effectively prioritize and manage your time to address multiple responsibilities with an uncompromising approach to hitting deadlines
4. Must be able to respond quickly in an environment of changing priorities
5. Must be able to communicate in a calm and collected fashion

Time Commitment:

At present, the position requires a minimum commitment of 4 to 10 hours per week. Devotees seeking full-time service would need to accept additional responsibilities while the service develops.

How to Apply

To apply for this position, please use our online application form at
http://gbcspt.com/serviceapplication

To see other available positions and to learn more about the GBC SPT, visit
http://gbcspt.com/service