



Project Manager

JOB SUMMARY/OBJECTIVES:

The Project Manager position is responsible for planning and managing complex software projects using industry standards, methodologies and tools; assigning and monitoring work for cross-functional teams; and managing project scope, timeframe and resources. The Project Manager is a professional in charge of ensuring their teams execute assigned projects flawlessly, on time and within scope and budget. This professional figure prevents scope creep while managing individual tasks for cross-functional teams with keen attention to detail to avoid issues and mitigate risk. This position operates within the Program Management and Governance Division, and reports to the head of Program Management and Governance.

ESSENTIAL FUNCTIONS:

- Ensure that all projects are delivered on-time, within scope and within budget and according to customers' requirements and contractual provisions
- Develop detailed project plans suitable to small to complex projects to manage activities and monitor progress
- Create Project Team, ensuring resource availability and allocation
- Manage and coordinate internal resources and third parties/vendors for the flawless execution of projects
- Interface with internal and external customers to pursue timeliness deliverables as per requirements
- Develop project scopes and objectives, involving all relevant stakeholders
- Interfaces with S/W Development Team and other Technical Divisions to ensure technical feasibility and completion of all technical tasks included in assigned projects
- Use appropriate verification techniques to manage changes in project scope, project timeline, schedule and costs
- Continuously monitor project scope, and each of project stages as they relate to roadmaps and customers' requirements, and collaborate with Product and Account Management Divisions to ensure project stability and effectiveness
- Measure project performance using appropriate systems, tools and techniques
- Report and escalate to management as needed
- Identify constraints, roadblocks, dependencies or showstoppers and devise and enact risk mitigation measures in collaboration with appropriate Departments
- Create and maintain comprehensive project documentation Manage the project-related relationship with internal and external clients and all stakeholders
- Collaborate in project-related relationships with third parties/vendors as needed
- Use Waterfall and Agile frameworks and methodologies in close collaboration with SDLC Division
- Work with PM tools (i.e., Microsoft Project, JIRA, Salesforce, SharePoint, etc.)
- Organize project-related meetings, including SCRUM meetings, and reviews as appropriate
- Hold education and training on project management and Six Sigma-related areas
- Contribute to a continuous improvement of risk mitigation and problem-solving processes, tools, practices and procedures
- Proactively pursue SDLC innovation, process streamlining, and enhancement of project management practices
- Effectively operate in a matrix-based environment
- Other duties as assigned

TECHNOLOGY/SOFTWARE USED:

Microsoft Project
Salesforce
JIRA



Project Manager

SharePoint
Microsoft Outlook
Microsoft Office Suite, including Excel
Paychex
VisiFI applications as required

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to plan and manage multiple projects in a very organized fashion
- Ability to identify and resolve problems in a timely and efficient manner.
- Ability to complete tasks in a very accurate, precise and timely fashion.
- Ability to effectively operate in a matrix environment and in the context of cross-functional teams
- Ability to manage and monitor virtual teams' work
- Ability to effectively collaborate with other team members
- Ability to lead and support crisis management activities
- Ability to effectively prioritize work activities
- Willingness to proactively learn VisiFI products, third-party products
- Ability to create and deliver C-suite level updates and reporting
- Ability to provide Agile, SDLC and project management-related training
- Experience with risk and crisis management
 - Experience running SCRUM meetings and playing SCRUM master role
 - Experience planning, managing and monitoring software technology projects
 - Experience working in Waterfall and Agile environments
 - Proficiency in creating and maintaining project plans and other project management artifacts
 - Experience working in at least two of these: Microsoft Project/JIRA/Salesforce
 - Experience managing Gantt charts
 - Experience managing cross-functional teams
 - Experience chairing meeting documenting outcomes, and ensuring/monitoring follow-up activities
 - Flexibility and adaptability to work with established tools and processes
 - Critical thinker with problem-solving, result-driven disposition
 - Experience in conflict-resolution
 - Must be a team player
 - Excellent consultative, listening, verbal and written communication skills
 - Excellent Interpersonal and analytical skills
 - Sense of ownership, urgency, efficiency and accountability
 - Enforcing policies and procedures
 - Project Manager Professional (PMP) certification is preferred
 - Certified Scrum Master certification is preferred
 - Financial industry experience is a plus
 - Italian or Spanish working knowledge is a plus

COMPETENCIES:

- **Active Listening-** Giving full attention to what others are saying, understanding the issue(s), asking appropriate questions and not interrupting.



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- **Teamwork**--Balancing team and individual responsibilities; Exhibiting objectivity and openness to others' views; Giving and welcoming feedback; Contributing to building a positive team spirit; Putting success of team above own interests.
- **Time Management**- Ability to prioritize work items.
- **Problem Solving**-identifying and resolving issues in a timely manner; gathering and analyzing information skillfully; developing alternative solutions; working well in a group problem solving situation.
- **Analytical**- Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures
- **Professionalism** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Adaptability** – Adapting to changes in the work environment; managing competing demands; changing approach to best fit the situation; dealing with frequent change, delays or unexpected events.
- **Initiative**--Volunteering readily; Undertaking self-development activities; Seeking increased responsibilities; Taking independent actions and calculated risks; Looking for and taking advantage of opportunities; Asking for and offering help when needed.

WORK ENVIRONMENT:

Work is performed virtually and/or in an office environment and involves everyday risks or discomforts which requires normal safety precautions. Infrequent travel for this position.

PHYSICAL DEMANDS:

Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parts, etc.

COMPENSABLE QUALIFICATIONS:

Bachelor's Degree in Business, Computer Science, Information Technology or related discipline and/or a minimum of five years of related experience in Project Management are highly desired. PMP certification is highly desired.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee signature below constitutes employee's understanding and agreement of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Witness _____ Date _____