



Job Title: Information Technology Project Manager (Manager/Senior Manager)

Solution Area: Business Optimization

Reports to:

Project Location: Philadelphia Area

navigATE is seeking a manager to join our growing, boutique, management consulting firm in Villanova, PA. navigATE works collaboratively with our clients to help them improve operational effectiveness and achieve their strategic goals. As a growing, regionally focused, management consulting firm we bring the experience, expertise and resources needed to help our client succeed.

Position Description

Our client is seeking smart, versatile individual with the capacity to deliver real results to join our team. Our project managers are analytical, strategic, ambitious, intellectually curious, resourceful Doers. Our environment is fast-paced and resources are recognized for their ability to accomplish, to reduce complexity, to provide root-cause analysis, to provide superb communication and lead delivery of creative solutions. If you think you have these skills, the required qualifications and understand what it means to be a driven, customer-focused project management lead, without the jargon and platitudes, then we look forward to meeting you and invite you to apply for our opportunity.

Position Responsibilities

Project Management

Manage the full project lifecycle from initiation until closing. Develop detailed project plans, schedules and communications. Prepare, manage and report on overall project schedule and budget to appropriate managerial levels. Responsible for tracking schedules and project deliverables, testing and relevant training. Lead day-to-day project activities required to deliver an excellent product on time.

Project Leadership

Project teams are typically small with the project manager doing many of the project tasks. Teams will generally involve one or two team members and work in conjunction with stakeholders. Project managers will identify, assess and facilitate resolution to business and technical problems, issues and risks.

Ensure effective communication between all members of the project and or stakeholder team by ensuring timely and appropriate generation, collection and dissemination of project information. Ensure all deliverables are at an acceptable level of quality before proceeding to the next phase. Develop and maintain a productive working relationship with all appropriate institutional users, management, as well as any third party service providers/vendors that are integral to the project delivery.

Project Budget Management

The project manager will be responsible for working with the business sponsors and IT management to come up with budgetary requirements on assigned projects. The PM will be responsible for delivering resourcing strategy and scope control to ensure that projects are delivered within budgets.



Knowledge Management

Ensuring that all projects are closed out with appropriate documentation and knowledge transfer from project teams to support groups is essential to success in this role. The Project manager will work with their peer group of department managers to define knowledge transfer milestones and ensure delivery of these milestones. The Project manager will function as a change agent within the departmental management peer group to drive better knowledge management.

Position Requirements

Knowledge & Experience

- 5-8 years of experience in IT, managing IT and/or business projects
- MS Project, Sharepoint and Office expertise
- Technical background with a deep understanding and passion for leading technology-based projects.
- Experience in leading SDLC and software evaluation projects
- Leading projects through a period of mergers and acquisitions
- Good understanding and technical knowledge of current network and PC operating systems, hardware, protocols, and standards, including ERP solutions.
- Experience with systems design and development from business requirements analysis through to day-to-day management.
- Knowledge of business theory, business processes, and business office operations.
- Energy Industry experience highly preferred

Personal Attributes

- Strong interpersonal skills.
- Excellent written and oral communication skills.
- Ability to present ideas in business-friendly and user-friendly language.
- Highly self-motivated, self-directed, and attentive to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Extensive experience working in a team-oriented, collaborative environment.

Educational Requirements

- Bachelor's Degree in Industrial engineering, Finance, or Management Information systems
- Masters' Degree a plus

Application Instructions:

Interested individuals should send your resume and cover letter in MS Word or PDF to: Iwanttowork@navigatecorp.com to be considered for this opportunity.

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