



Junior Project Manager

Exempt

DEPARTMENT:
IT

REPORTS TO:
Manager, Applications Engineering

OVERVIEW:

The Junior Project Manager (PM) role provides an opportunity to develop skills in project management by supporting a team of Senior IT professionals. Managing multiple deliverables, the Junior PM will work closely with internal stakeholders and vendors to gather requested information, ensuring it is accurate and complete. The Junior PM will identify risks to pre-determined project timelines and will be responsible for proactively communicating timeline and project updates to the team.

ESSENTIAL FUNCTIONS:

- Create project management and related communication plans; run regularly-scheduled project/update meetings
- Analyze and develop procedures for management and technical duties
- Define project responsibilities with stakeholders
- Maintain project timeframes and status reports
- Assist with testing and other duties as needed/assigned

REQUIRED KNOWLEDGE:

- 2+ years project management experience; familiarity with PM concepts, practices, and procedures
- Understanding of software development process; software implementation experience a PLUS
- Experience with CRM products a PLUS
- Ability to document features and functionality for training purposes
- Exceptional time management and organization skills
- Excellent written and verbal communication skills

EDUCATION/CERTIFICATIONS:

- Bachelor's Degree or equivalent work experience

WORKING HOURS:

Work may require more than 40 hours per week to perform the duties of the position. Work may require travel.

WORKING CONDITIONS:

Overtime is possible and may be expected in order to perform the essential functions of the position. Work is performed in a normal heated or air-conditioned office environment.

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 essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract. EOE. We participate in e-verify.