



Project Manager - Job Description

Overview

The Project Manager oversees all aspects of the web or print project using planning, monitoring and controlling processes. The Project Manager is responsible for completion of the project on time, on budget and on spec. To this end, the PM performs a variety of tasks including, but not limited to, coordinating all resources and stakeholders; setting deadlines; assigning responsibilities; and monitoring, summarizing and communicating the progress of the project.

Responsibilities

- Project Management
 - **Planning**
 - Plan projects in order to accomplish its goals within constraints such as time, cost and agreed quality standards
 - Schedule tasks, deadlines and milestones for all stakeholders and resources
 - Create Gantt charts in MS Project
 - Create detailed chart of milestones for all parties
 - Identify schedule uncertainties and risks for both client and Netgenetix
 - Develop schedule contingency plans
 - **Day-to-Day Management**
 - Run the project on a day-to-day basis
 - Coordinate designers, coders, programmers, other staff, service providers, and clients
 - Assemble assets required for production team to perform tasks
 - Disseminate production information to production team through task and sub-tasks assignment based on requirements
 - Coordinate communication between staff and third parties acting on behalf of the client
 - Efficiently and competently manage problems -- when things go off plan (due to scope-creep, changed requirements, missed deadlines etc.) bring them back on plan or create a new plan with the assistance of key-stakeholders
 - Intimately understand the requirements of the project and ensure that work proceeds on-spec
 - Evaluate deliverables prepared by the team to make sure the work meets requirements and maintains a high level of quality
 - Constantly monitor and report on the progress of a project to all stakeholders
 - Work with Site Architect & Requirements Analyst as needed to revise Scope & architecture as needs of the client/project evolve
 - **Evaluation & Reporting**
 - Track and report team hours and file expense reports
 - Analyze project profitability
 - Conduct performance evaluations
 - **Process**
 - Create, maintain & constantly look to improve production processes
 - Provide detailed explanations (written and graphical) of production processes
 - **Proposals**
 - Work directly with Account Manager, Requirements Analyst and Sales to contribute wording, estimates, charts, samples etc. to proposals
 - Work with the Requirements Analyst and production team to estimate costs & budgets
 - Work with the Requirements Analyst and production team to come up with strategies to reduce project cost

Continued.....

- Client Management
 - Act as Account Manager for some clients; handle some Account Manager duties for other clients
 - Schedule and attend meetings with clients
 - Explain the technology in proposed solutions to Clients and others (where applicable)
 - Articulate design rationale and function strategy as it directly relates to accomplishing goals set out (where applicable)
 - Done throughout the life of the project if new client or technical requirements necessitate new design or function strategy
 - Present work to the client at milestones throughout the production
 - Obtain, discuss and follow-through with feedback from client
 - Work with client against scope creep and endeavour to keep project focused within scope
 - Train clients on use of delivered work
 - Investigate and answer clients' questions
 - Support & help trouble-shoot delivered work during project and post-project
 - Ensure client expectations are met and exceeded in terms of quality of product and service delivered
 - Provide soft-sales (up-selling opportunities) or articulate these opportunities to the appropriate channels
- General
 - Keep current on new technologies as they relate to web site and web application development
 - Create time estimates for work to be performed
 - Will be responsible for multiple web & print projects at one time.
 - Work with the following tools:
 - Windows
 - MS Office
 - MS Project
 - Outlook
 - Visio
 - Excel
 - Word
 - TimeFox
 - Custom online applications
 - Shared Quality Assurance duties

Terms

- Fulltime/Permanent
- Job availability is immediate
- Competitive Salary
- Benefits

To Apply

Send resumes to jobs@netgenetix.com and include the job title in the subject line

*Only applicants selected for interview will be contacted. Thanks to all who apply! Please, no phone calls.