

Job Title: Project Manager

Department: Intelligent Manufacturing / Network Connectivity

Manager: Directors of Intelligent Manufacturing and Network Connectivity

Listing Date: January, 2012



JOB PURPOSE: The Project Manager (“PM”) will supervise activities of personnel assigned to internal project teams and those at customer accounts. The PM is responsible for managing the scope / delivery of projects within the defined budget / schedule and promoting a positive working relationship between the project team and customer. A successful candidate will have a proven track record in leading successful software projects and developing teams of software engineers. The PM will be directly responsible for a team generally ranging from 1 to 6 software engineers and systems integrators.

Key Responsibilities

1. Responsible for delivery of projects within defined project parameters (scope, budget & schedule).
 2. Perform task estimation, task delegation and task management.
 3. Act as client focal point for technical communication, project status and reporting.
 4. Create projects in our internal system and maintain the projects to track performance.
 5. Identify and manage changes in project scope.
 6. Ensure quality of the services and deliverables by adherence to Pyramid Solutions’ project management and development standards (documentation, design, coding and testing).
 7. Review and approve weekly time and expense.
 8. Gain milestone and final project acceptance from customer.
 9. Provide notification of milestone completion and maintain the project invoice schedule.
 10. Keep management informed of project related issues that may impede progress or project delivery.
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Staffing

1. Identification of required resources and changes in project staffing to meet schedules.
 2. Utilization of internal resources to satisfy requirements.
 3. Identify need to recruit for position and creation of position specific profiles for use in recruiting resources
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Recruiting

1. Participate in candidate phone and face to face interviews.
 2. Participate in scheduled career fairs.
 3. Evaluate candidates and make hiring recommendations.
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Personnel

1. Identify and document performance concerns.
 2. Identify and document outstanding and noteworthy achievements.
 3. Provide input for and/or conduct performance reviews.
 4. Mentor team members and help them towards the next step on their career path
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Pre-Sales

1. Provide pre-sales support for new and existing accounts
 2. Assist in proposal development, including preparation of estimates and schedules.
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Education and Certifications

- 4 year degree, preferred in Computer Science or related engineering field with software development experience
 - Microsoft Certified Solution Developer (MCSD) preferred
 - PMP certification highly desirable
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Miscellaneous

- Willingness to provide on-call support coverage
- Willingness to perform after hours, off shift and weekend work
- Willingness to travel up to 30% of the time
- Willingness to submit to background check and drug screen

To apply, please send resume via email to: employment@pyramidsolutions.com. No calls, no agency’s please.