



Vertical Bridge Job Description

Job Title:	IT Project Manager	Date:	3/23/18
Department:	Information Technology	Location:	Boca Raton
Reports To:	Vice President Information Technology	FLSA Status:	Exempt

Purpose:

The IT Project Manager manages multiple high visible projects within the IT portfolio ensuring their successful delivery on time, within scope and budget. This individual will be a highly communicative and tactful individual who will partner with business partners and the technology team. This person is a self-starter, who works well in a fast-paced environment, is deadline oriented and keeps teams engaged and focused on IT deliverables.

Job Functions:

1. Manage software projects, and programs across custom software development, ERP implementations, cloud migrations, business intelligence, Microsoft technologies (SharePoint, Dynamics AX), infrastructure etc. leveraging inhouse and outsourced resources
2. Plan and manage project deliverables, goals, milestones and produce the essential project reporting for all levels in the organization
3. Defines resources and schedule for project/program implementation
4. Manage projects all thru discovery, design, and production thru agile and waterfall methodologies
5. Effectively identifies project risks and strategies for risk mitigation and contingency planning; effectively escalates project issues and manages conflicts within a project group
6. Develop requests for proposals (RFP) and statement of work (SOW) for external services
7. Design and maintain project documentation and technical documentation to support the project full cycle
8. Manage business requirements gathering and analysis when needed with ability to translate business requirements into functional specs
9. Project manage software developers, infrastructure engineers, and remote solution consultants simultaneously

Supervisory Requirements:

None

Working Conditions and Physical Demands:

Position will work directly from the corporate office and will have minimal travel. Some weekend, off hour work required for maintenance and production releases.

Qualifications:

1. Four-year degree, preferably in MIS/CIS, computer science or related field, required
2. Minimum 7 years of project management in IT software and ERP solutions specifically, required
3. Minimum 5 years' experience managing software development projects, required
4. Minimum 3 years' experience coordinating and/supporting IT business processes
5. Strong vendor management experience required
6. Prefer experience in MS AX or AX 365 and SharePoint
7. Knowledge of the cell tower industry or the real estate industry is a plus
8. Ability to follow established company protocol and communication guidelines and work well within a team-oriented environment as well as being able to work independently



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9. Must have the ability to establish and maintain effective working relations with internal and external clients as well as vendors
10. Must possess excellent written and verbal communication skills and have strong organizational skills

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