



Position: IT Project Manager

Company Overview:

Keep IT Simple Solutions (KISS) is an entrepreneurial, fast paced growing company that provides technology solutions to multiple clients. From consulting for simplifying, modernizing, and securing IT infrastructure to providing application development and solutions, KISS helps businesses navigate the changing technology landscape for our clients.

Position Overview:

IT Project Manager will utilize project management skills to coordinate with clients on projects and processes that enhance clients' capabilities. The Project Manager will manage client relationships while coordinating resources to meet project objectives. We are looking for a project manager who possesses excellent written, verbal, and people skills. The ideal candidate will be organized, detailed oriented, self-motivated, and eager to learn. A successful candidate will have the capability to identify issues, adjust and creatively provide solutions to complex problems. The project manager's time will be spent coordinating with team members and clients, aligning resources, and pushing forward project objectives.

Key Responsibilities:

- Translate general business goals and objectives into concrete strategic and tactical plans
- Ensure project scope and success criteria are clearly established
- Develop and manage overall project plans to meet deliverables
- Ensure the team is working within project/program scope and effectively coordinate the activities of the team to meet project milestones
- Proactively identify changes in project/program scope and ensure appropriate measures are taken to reassess and amend requirements, budgets, and timelines
- Ability to be nimble and flexible
- Strong ability to build relationships and interact with clients at all levels of organizations
- Provide support in designing, compiling, and reporting project reporting requirements
- Create and deliver project and program review presentations
- Oversee execution and delivery of all projects and programs within span of program control
- Work directly with functional area managers to resolve issues that impact completion of project objectives
- Determine when to escalate issues to appropriate levels of management

Knowledge, Abilities and Skills:

- Proficiency in project management tools and MS Office, MS Project, MS Word, MS PowerPoint, and Visio (or other flow-charting software)
- Strong organizational skills including attention to details
- Proficiency in developing and maintaining standard project documentation, project plans, detailed status, agendas, action items lists and deliverables
- Strategic, conceptual analytical thinking and decision-making skills
- Demonstrated ability in managing expectations on program requirements and deliverables
- Adaptability and flexibility including the ability to manage deadline pressure, ambiguity, and change



- Understanding of the strategic and operational context of the multiple projects
- Accreditation in project management (PMP Certification a plus)
- Bachelor's degree
- 1-3 years of Project Management experience

Benefits:

We have an array of benefits to fit your needs, including medical/dental, paid time off plus paid holidays, 401(k) with company match, business casual attire, flexible schedule, and more.