



JOB OPPORTUNITY

POSTING DATE: June 14, 2006
DEPARTMENT: Business Solutions Group
JOB TITLE: Manager, Project Management Office
REPORTS TO: VP, Business Solutions Group
HOURS: 1st Shift, Monday-Friday

Purpose: The Manager, Project Management Office is responsible for development and oversight of the Project Management function and establishing this function as a Center of Excellence. This key management role is responsible for driving on-time delivery of products and services which meet defined customer requirements.

Responsibilities:

- Manage, direct, and lead the Project Management Office and associated Project Managers and Customer Support Program Managers.
- Responsible for establishing and implementing processes for tracking the internal performance associated with schedule, quality and financial metrics.
- Responsible for all key project management activities for engagement(s):
 - Communication Management
 - Schedule Management
 - Contract Management
 - Quality Management
 - Resource Management
 - Contract Management
 - Financial Management
 - Scope Management
- Interface with Engineering, Operations, Supply Chain Logistics to support customer engagements and product delivery.
- Lead the development and implementation of “best in class” project management practices and procedures.
- Develop and maintain critical client relationships through effective management of the day-to-day activities of a highly professional staff.
- Assist in the qualification, evaluation, and presentation to prospective clients.

Education/Experience:

Seasoned Project Manager with 5-10 years applicable project management and customer support experience gained in a corporate environment. Five or more years experience as a manager with a proven track record of success, experience working in a customer- and product-oriented environment. MBA or MS preferred. Professional designation or equivalent project management certification preferred. Strong MS Project, Excel and similar software skills. Strong interpersonal communication and customer expectation management skills. Understanding of technology-based professional services.