



PROJECT MANAGER

REPORTS TO	Senior Program Manager
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Position Summary

The Project Manager is responsible for delivering and executing concurrent projects staffed with management resources, maintaining client satisfaction, enhancing project management methodologies and toolsets, and leading the performance of PDG project support staff on the client engagement.

Responsibilities

The Project Manager will:

- Ensure a high level of client satisfaction
- Proactively anticipate needs and scope solutions to meet needs
- Establish standards, metrics and best practices and identify efficiencies
- Balance resource needs with project needs
- Ensure that data in relevant applications is populated and maintained
- Assume responsibility and accountability for on-time, on-budget delivery of client project portfolios
- Create project schedules, communication plans, meeting schedules, and agendas
- Assume responsibility to the sponsor/client for the quality of the finished product

Requirements

Education and Professional Experience

The Project Manager has:

- Bachelor's degree in Business Administration, Education, or a related field
- Minimum 3 years of project management experience
- Minimum 3 years of experience in a professional services consulting environment (strongly preferred)
- Minimum 3 years of delivery and execution of eLearning projects experience (strongly preferred)
- Minimum 3 years of experience within pharmaceuticals or other highly regulated industry (strongly preferred)



General Knowledge and Skills

The Project Manager must be able to:

- Exhibit strong professional development skills, including leadership, problem solving, and multi-tasking
- Manage client-facing projects
- Manage assigned resources and vendor costs for multiple small scale projects that run concurrently (strongly preferred)
- Demonstrate advanced proficiency in written, verbal, and interpersonal communication skills
- Make effective presentations for internal and external clients
- Establish relationships at the client executive level
- Discuss and implement process and methodology development
- Use scheduling, productivity, and communication tools including GANNT charts, spreadsheets, and conferencing technologies
- Use Microsoft Project and the Microsoft Office suite with minimal support
- Define and apply the standards of the Project Management Institute
- Thrive in a fast-paced, project-driven organization
- Work as a team player
- Discuss the fundamentals of instructional design (preferred)
- Discuss, explain, and/or recommend multimedia and web-based training solutions (preferred)