



PROJECT MANAGER JOB DESCRIPTION

The Project Manager will organize, manage, and plan projects for MatchBack Systems development and product implementation efforts. MatchBack Systems is seeking a Project Manager to successfully execute projects by planning and designating project resources, preparing and managing budgets, monitoring progress, and keeping stakeholders informed. Projects may include customer implementations, vendor searches, and implementation of third-party applications. This role is part of our IT organization.

Primary responsibilities

- Determine and define project scope and objectives
- Predict resources needed to reach objectives and manage resources in an effective and efficient manner
- Prepare budget based on scope of work and resource requirements
- Track project costs in order to meet budget
- Develop and manage a detailed project schedule and work plan
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables
- Utilize industry best practices, techniques, and standards throughout entire project execution
- Monitor progress and make adjustments as needed
- Manage multiple projects in an ever-changing environment
- Follow standards and SOP's

Knowledge, Skills and Abilities

- Excellent verbal and written communication skills
- Extremely proficient in Microsoft Office Suite or related software program
- Ability to adapt to change
- Leadership skills
- Interpersonal skills
- Decisiveness and ability to bring multiple parties to consensus
- Analytical and problem-solving skills to solve any problem upon completion of projects
- Time management skills
- Ability to delegate effectively
- Budget management
- Risk management
- Preferred but not required Project Management Professional Certification (PMP) or Scrum Master

Benefits

- 401(K) with Company matching
- Health insurance
- Dental and Vision insurance
- Life insurance
- Long-term and short-term disability
- Employee discounts
- Tuition Reimbursement
- Paid time off

Work Hours:

- Full-time
- Workplace is remote with minimal travel