

PROJECT MANAGER

Introduction

Computer Solutions is currently adding a **Project Manager** to their team of highly trained professionals. The selected candidate will participate in proposal generation for the project management components when needed and implement a proposed solution to our clients after the business is won. The Project Manager is a critical role in our organization that interfaces with the management of the professional services teams to successfully deliver business value to our clients.

Computer Solutions offers an array of information technology products and services primarily to the South Texas region. Over the years, we have forged strong strategic alliances with leading IT service providers including Cisco, Microsoft, HP, IBM, and many others. In addition to hardware and software product sales, we are frequently our clients' primary contact for professional and consulting services such as Managed Services, Unified Communications, Network Infrastructure, and Server and Desktop Virtualization. Our record of success is clear – our client base has grown to approximately 300 companies across San Antonio and South Texas leading to tremendous annual revenue growth of \$1 million in 1984 to \$73 million in 2017. Our valued workforce of over 70 highly trained and certified staff create the culture of success within Computer Solutions, having recently been named as one of the "Best Companies to Work for in San Antonio" by the San Antonio Business Journal.

Position Summary

The Project Manager is responsible for the managing all aspects of delivering one or more client projects concurrently using the PMI methodologies and process framework from project initiation, planning, executing, monitoring and controlling to closing. As part of Service Operations team, Project Manager has the responsibility to interpret the right level of rigor and discipline required for a given situation, while maintaining the rapport of technical experts and the client(s) in the context of the company culture and mode of operation. The Project Manager is responsible to deliver technical infrastructure solutions on behalf of the Computer Solutions to a variety of customers and organizational types in a responsible, harmonic and effective manner as interpreted and communicated by his/her reporting manager.

Responsibilities

The Project Manager must possess the skills and attributes outlined below in an effective, professional manner:

Project Management

- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
- Identifies resources needed and assigns individual responsibilities.
- Manages day-to-day operational aspects of a project and scope while minimizing our exposure and risk.
- Reviews deliverables prepared by team before passing to client.
- Effectively applies our methodology and enforces project standards.
- Prepares for engagement reviews and quality assurance procedures.
- Ensures project documents are complete, current, and stored appropriately.
- Monitors and Control project financial elements.
- Develops communications plan to effectively team members and stakeholders.

Technical Understanding

- Maintains relevant knowledge of many facets of Enterprise infrastructure.
- Understands infrastructure components in larger scheme of delivering business capabilities.
- Experienced in facilitating the documentation of hardware and configuration requirements.
- Ability to develop current and target requirements and documentation.

- Facilitates testing and acceptance criteria.
- Possesses general understanding in the areas of application development and SDLC.

Project Manager Qualities:

Leadership

- Challenges others to develop as leaders while serving as a role model and mentor.
- Manages the development of team by ensuring, when possible, that project tasks are in line with each Innovator's career interests.
- Inspires coworkers to attain goals and pursue excellence.
- Identifies opportunities for improvement and makes constructive suggestions for change.
- Manages the process of innovative change effectively.
- Remains on the forefront of emerging industry practices.

Teamwork

- Consistently acknowledges and appreciates each team member's contributions while motivating them to work together as a team, effectively utilizing them to their fullest potential.
- Keeps track of lessons learned and shares those lessons with team members.
- Mitigates team conflict and communication problems.

Client Management

- Sets and manages client expectations and day-to-day client interaction.
- Develops lasting relationships with client personnel that foster ongoing client ties.
- Communicates effectively with clients to identify needs and evaluate alternative business solutions.
- Continually seeks opportunities to increase customer satisfaction and deepen client relationships.
- Builds a knowledge base of each client's business, organization and objectives.

Job Skills Requirements

Qualified candidate must possess most or all of the following credentials and capabilities:

- Current PMP certification highly desired; If not, willingness to become certified is required.
- Minimum of 5 years of Project Management experience in the IT field with a specialization in infrastructure.
- Strong written and technical documentation skills.
- Have a history of working with minimal supervision while achieving required goals.
- Must work well in a team environment, be highly motivated, and willing to learn new skills.
- A background in consulting and/or engineering with strong references.
- Excellent analytical, oral and written communications, and interpersonal skills.
- Negotiation, contract skills, and service management skills (both onsite staff and offsite service personnel).
- Computer skills must include solid MS-Excel, MS-Word, MS-Project.
- Bachelor's Degree preferred or equivalent work experience.