

Building Service 32BJ Benefit Funds Job Description Posting Health Fund

Job Title:	Project Manager – Enterprise Wide Document Management System
Grade:	TBD
Department:	Information Technology
Reports To:	Director of Information Management
FLSA Status:	Exempt (Non-Management)
Posting:	January 31, 2020

Summary: Under the supervision of the Director of Information Management, the Project Manager is in charge of managing the project plan, budgets, resources and deliverables for the enterprise wide Document Management system implementation project. Monitors teams to make sure goals and objectives are being met. Tracks project status, manages risks and resolves issues as they arise. Maintains standards and monitors scope with project quality.

Essential Duties and Responsibilities:

- Define the project charter and identify the key stakeholders;
- Create project management plans;
- Collect requirements;
- Define project scope, goals and deliverables;
- Create work breakdown structure (WBS);
- Define tasks, required resources, and develop and manage project schedule;
- Support and manage project team including internal and external stakeholders;
- Manage budget;
- Allocate project resources;
- Track deliverables;
- Identify quality requirements and standards, document how these will be tracked and create the quality management plan, metrics, checklists, process improvement plan and project document updates;
- Determine stakeholder communication needs and develop a communication plan and process to ensure that these needs are met;
- Monitor and report on project progress
- Present to stakeholders reports on progress as well as problems and solutions
- Conduct risk management activities including preparing a risk management plan, risk assessments, report identified risks, provide recommendations for mitigations of risks;
- Perform integrated change control to review all change requests, approve changes, manage changes to deliverables, organizational process assets, project documents, and the project management plan;
- Evaluate and assess result of project; and
- Perform tasks after hours, on weekends, and as required by management/supervisory staff.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- At least six to ten years of work experience managing projects including enterprise wide document management system implementation;
- Experience working within project management practices described in the PMI Project Management Body of Knowledge, PMBOK;
- Excellent MS office skills including Excel, Visio, PowerPoint and MS Project or similar project management software tools;
- Project management qualification (PMP) or equivalent;
- Experience in strategic planning, risk management and/or change management; and
- Vendor management experience.

Interpersonal Skills:

- Detail oriented with excellent organization, motivation, influencing, analytical thinking, communication, negotiation, critical thinking and problem solving skills;
- Ability to plan and take initiatives to accomplish objectives in timely fashion;
- Ability to prioritize work and meet deadlines;
- Ability to establish and maintain effective working relationships with vendors, project team members, supervisors, and employees from other departments;
- Excellent decision-making, leadership and team building capabilities; and
- Conflict resolution.

Education and/or Experience: B.A. in Business Management, Information Technology, Financial Management or similar relevant field; Masters preferred.

Language Skills: Speak, read, write and understand English

Reasoning Ability: High

Certificates, Licenses, Registrations: Project management certification desirable.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1/3 to 2/3 of the time: Work near moving or mechanical parts, exposure to radiation, moderate noise.

Candidates may submit their cover letter and resume to jobpostings@32bjfunds.com prior to closing date. Only those candidates under consideration will be contacted. No phone calls please.
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