Job Title: Project Manager

Reports To: Principal

Summary

Accomplishes Web development project objectives by establishing project scope; managing team members from contract to delivery by performing the following duties.

Essential Duties and Responsibilities

(Other duties may be assigned.)

- Work directly with internal teams and clients to determine project plans, scope, strategy, and specifications.
- Coordinates the work and traffic of singular and/or multiple projects with UX team, development team and other project managers to meet project deadlines, budgets and deliverables.
- Manage projects during research and analysis phase, determine and translate customer needs into project specifications and aid in developing project requirements and management of delivery.
- Makes changes to project based on feedback from management, team members and client communications.
- Meets with developers, project managers and UX staff on projects, technical specifications, and deadlines.
- Works closely with management regarding specifics on client billing and remaining resources available for each project/client.
- Manage project work flows, deadlines, and resources. Manages and controls project scope and the change control process to ensure that projects are completed according to schedule and within budget.
- Responsible for client communications; identifies and resolves client and/or project issues; develops detailed work plans and specifications for internal and client-facing communications.
- Formulates project life-cycle deliverables and resource allocation and availability and subsequent application of such
- Performs or manages the QA efforts on the client site(s) to ensure quality of project deliverables.
- Aid in the Business Development cycle of procuring clients/projects.
- Provides project status reports and runs team meetings.
- All other duties as assigned by the Principal.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent organizational and time management skills; strong, effective problem-solving skills.
- Strong communication skills with the ability to present information in verbal, written or visual form to a variety of audiences, from the internal team to clients.
- Extensive knowledge of project management concepts, methodologies, and tools.
- Project tracking through Wrike (tasks) and Harvest (time entry) or similar products.
- Attention to detail and ability to manage technical projects.
- Understanding of the Agile philosophy and Scrum methodology. Squishy uses the Scrum methodology to organize through high value, iterative development and release cycles.

Education and/or Experience

Bachelor's Degree or equivalent experience; 3-5 years of business analytics experience or project management experience; experience delivering web site projects on time and on budget while maintaining effective client and team relationships.

SQM