

**Data Project Manager (Contract)**

Blue Margin, Inc. is dedicated to helping clients, employees, and our community thrive.  We’re experts at helping midmarket companies become “data-driven.”  Becoming data-driven creates transparency, where each person in an organization can see the most important performance metrics for the success of the company and the individual.  The result is more efficient and productive operations, a healthier culture, and stronger job-ownership by employees.  We call it The Dashboard Effect (see our book on Amazon [here](https://www.amazon.com/Dashboard-Effect-Transform-Your-Company/dp/0578485087)), where micro-management, politics, and negative pressure are replaced by openness, trust, and accountability.

We specialize in Microsoft’s Business Intelligence stack (i.e., Power BI, SQL, Azure, etc.) and are Gold Partners (Microsoft’s highest certification) in Data Analytics (i.e., dashboards) and Data Platform (i.e., managing and organizing databases).

We believe in working hard, volunteering in our community, and enjoying life to the fullest. We are looking for a person who has strong coordinating skills and is organized and efficient – someone who wants to join a thriving team in a growing company.

**Why we are looking?**

We are looking to fill a short-term capacity need with a 3-month contract employee. We are looking for someone who can be responsible for the direction, coordination, implementation, control, and completion of projects, and remain aligned with Blue Margin’s strategies and values. We are looking for people with great attitudes, who can ramp up quickly and hand off projects at the completion of their contract.

Due to the spread of COVID-19, our entire team is working remotely. This position will be remote initially and transition into our Fort Collins office, when we determine it is safe to do so. Any transition back to the office is being considered with great caution and will follow local and federal guidelines.

We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.

**Responsibilities**

* Collaborate with sales to define project scope, goals, and deliverables for prospective client projects
* Build project plan schedules and budgets and execute in-flight projects via Smartsheet
* Maintain time entry records for project work via Noko
* Use MS Office, Teams, and Power BI to communicate with project team members and clients and to monitor and control project progress
* Work with Data Warehouse / Data Visualization teams to determine resource availability and assignment to projects
* Define tasks and work with Data Warehouse / Data Visualization teams to assign work, deliverables, and deadlines to engineering resources
* Assemble and manage project teams
* Bridge communication between sales, clients, and the Data Warehouse / Data Visualization teams.
* Monitor and regularly report internally on the status and progress of projects
* Chair regular status meetings with clients
* Ensure that projects stay within the approved schedule/budget and address discrepancies and change order approvals in a timely manner
* Schedule and maintain regular meetings with resources and upper management to ensure customer satisfaction, project quality, and adherence to schedule and scope.
* Track and resolve project issues and risks
* Evaluate and assess outcomes of projects
* Seek opportunities for additional client work and communicate and coordinate with Sales team
* Maintain a commitment to professional development and advancing Blue Margin’s ambitions to continuously improve and grow the business

**Education & Experience**

* 1.5+ years of IT project management experience or equivalent combination of experience and education
* Theoretical and practical project management knowledge
* Knowledge of Business Intelligence tools and uses
* Experience in strategic planning, risk management and/or change management
* Proficiency in using project management software tools: SmartSheet, Noko, Power BI, Teams, Outlook and MS Office

**Competencies**

* Strong analytical and organizational skills
* Strong conceptual thinking and problem-solving skills
* Confident, logical decision-making ability
* Proven leadership skills
* Client relationship management skills
* Executive-Level communication Skills
* Conflict resolution expertise
* Adaptability
* Able to stay on top of multiple concurrent work streams

**Our Culture**

* Company Core Values: Embrace Transparency, Choose to Be Positive, Be Efficient/Systematize, Pursue Learning, Be Generous.
* Personal and professional development programs
* Teamwork – we maintain fluid, company-wide interactions and communication
* Entrepreneurism – we want everyone on our team to be eager to adapt and evolve with our advancing business. We are looking for someone who is comfortable wearing more than one hat.
* Blue Margin has an exceptional work environment:  Weekly lunches, nerf-gun wars, trivia nights, etc.

**Salary and Contract Details**

* This is a 3-month contract position (8/1/20-10/31/20)
* Pay commensurate with skill and experience but not to exceed a rate of $50/hr

**Work Environment and Physical Requirements:**

* This job may require moderate physical effort including lifting materials and equipment of less than 50 pounds and involves viewing a CRT or VDT screen more than 80 percent of the time. The job will take place in a normal office environment with controlled temperature and lighting conditions. The position may require some travel and occasional participation in off-site functions. This position requires standing or sitting for long durations.

No phone calls, please. Email your resume to [katie.johnson@bluemargin.com](mailto:katie.johnson@bluemargin.com)     
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