



## Technical Project Manager Job Description

This position will allow you to be a member of an elite team of project managers and network engineers playing a key role in our Service Delivery Team. This is a full-time onsite position located in Pleasant Hill, CA. **Applicants must live in the bay area of Northern California.**

The Technical Project Manager (TPM) is responsible for providing technical project planning, management and oversight for project execution, ensuring first that these projects are closely aligned with LookingPoint's Project Management Methodologies, and second, that these initiatives and projects are completed on-time, within scope and budget and with an extremely high quality of deliverables.

The TPM will ensure the optimum mix of schedule and resources throughout the life cycle (design, configuration, deployment, testing and validation) of each project. The TPM leads and manages project and program initiatives for the more complex technologies and higher touch customers. The TPM acts as a project management technical lead and is responsible for working with our customers to deliver technical solutions in the form of new and enhanced infrastructure and technology solutions.

The TPM manages all phases of project delivery including: assessment, design, configuration, build, testing and training, and deployment. The TPM is accountable for all aspects of project management including all project resources (including partners/subcontractors), project planning, scheduling, risk management, budget (scope management), internal and external communications, and status reporting.

### RESPONSIBILITIES

- Ability to lead and motivate project teams and interact with all levels
- Schedules and monitors work ensuring that project tasks are in alignment with project objectives, on-time and within budget
- Manage and appropriately escalate: delivery impediments, risks, issues, and changes associated to the project scope throughout the duration of the project via proper change management including ownership of process, approval and documentation
- Actively monitor and control all project resources, budget, risks while ensuring customer alignment

### OBJECTIVES

- Excellent verbal and written communication skills and the ability to interact professionally with a diverse group of customers, engineers and subject matter experts
- Effectively identifies, clarifies and communicates project vision, goals and objectives
- Maintains accurate program estimates, timelines, project plans, status reports
- Ensures all the required project documentation is produced and reviewed
- Manages and tracks project progress and reports status to Project Management Office
- Understands, tracks and articulates issues / risks / action items; work with responsible owners to address the items on a timely basis; update the appropriate stakeholders as needed
- Resolves conflicts by demonstrating leadership and appropriate decision-making competencies



## Technical Project Manager Job Description

### QUALIFICATIONS

- 5-7 years plus of Technical Project Manager experience
- Possess strong knowledge of Cisco IT infrastructure including network, security, data center, unified communications and cloud solutions
- Experience working in a consulting environment a big plus
- Strong sense of personal responsibility and accountability for delivering high quality work
- Self-motivated individual that possesses excellent time management and organizational skills
- An ability to quickly identify and drive to the optimal solution when presented with a series of constraints
- An ability to drive to big picture goals and milestones while maintaining a strong attention to detail
- Proven capabilities with people management, strategic planning, risk management, change management, project management
- Possess excellent judgment, analytical thinking, and problem-solving skills
- Strong oral and written communication skills and the ability to present a polished, professional, and diplomatic image to the customer and project stakeholders

### PREFERRED CERTIFICATIONS

- PMP certification required; PMI-ACP certification preferred

### ABOUT US

We are a San Francisco Bay Area centric consulting company specializing in Unified Communications, Security, Routing/Switching, Wireless, Data Center & Hybrid Cloud technologies. The company environment is fast paced, challenging and exciting. Our company culture is critical to our success, and your ability to fit into this company culture is imperative. **Remote only candidates will not be considered for this role.**

If you would like to apply for this position, please email your resume to [careers@lookingpoint.com](mailto:careers@lookingpoint.com) and indicate the position you are interested in. We look forward to hearing from you!