



PROJECT MANAGEMENT LEAD

Job Listing

Summary/Objective:

WISE Advise + Assist Team, a virtual business strategy and outsourcing company, seeks a Project Management Lead (PML) who can provide leadership and mentorship for a dedicated team of project managers (PM), advancing their skillsets. The Project Management Lead is the integrator of departments and project workflow, as well as the true hub for all project-related information within the organization. This leader directs the tasks necessary for the development of projects, overseeing the internal workflow to ensure the execution of high-quality work, optimal resource management, executional excellence, timeline management, and project-level financials.

Essential Functions:

Project Leader

- Receives all initial production job requests; put together schedules and estimates; assigns Project Managers to jobs
- Provides support to project managers on a preventative and reactionary basis through client communication
- Knowledge to refine and establish new scheduling and estimating protocols and benchmarks for a range of projects, collaborating with the Executive and Deputy Directors.
- Allocates the right resources to ensure delivery of a quality solution on time and within budget
- Improve the quality and efficiency of our internal teams by establishing standards and process for resource planning, task management, requirements and quality assurance.
- Improve the profitability of the company by establishing effective systems to manage and track budgets and schedules.



- Improve client relationships by developing standards and process for client service and reporting so that our clients always feel informed and know that we have their best interest at heart.
- For key strategic clients, provide hands-on project management by working alongside the Account Manager to ensure client satisfaction and project completion.

Leadership

- Mentoring / coaching PMs, including understanding their projects and developing team processes and PM skillset.
- Manage multiple direct reports and set career and capability goals within the PM team
- Problem-solving program and project issues; assisting PMs in resolution and successfully leading teams to develop risk mitigation plans
- Provides training, career development (including performance reviews), mentorship and day-to-day oversight to ensure adherence to processes and high standards of quality
- Conducts regular meetings to review project risks, issues and develop mitigation and contingency plans where required
- Takes ownership of all company projects, not only assigned accounts, from start to finish
- Represent the company to military influencer communities by engaging in conferences and networking opportunities.
- Participate in team and cross-capability recruiting, interviewing and staffing
- Responsible for a monthly comprehensive project report and weekly project updates
- Assist the Executive and Deputy Directors with any additional projects as needed



Professional Skills:

- Proven ability to build, manage and grow project managers
- Possess leadership qualities; commanding authority naturally as an optimistic and supportive leader viewed in a favorable light and valued by the organization
- Deep knowledge of daily project management operations
- Comfortable being the agency diplomat to successfully navigate internal and external needs
- Expertise in developing and managing budgets and timelines
- Excellent conflict management and risk mitigation skills
- Experience writing functional requirements and implementing policies
- Highly efficient time management; skilled at keeping teams accountable to deadlines
- Effectively and professionally demonstrates excellent problem-solving and interpersonal skills
- Demonstrates knowledge base to anticipate future resource needs and formulate schedules and plans with internal and external stakeholders accordingly.
- Excellent written and verbal communication skills with the ability to effectively communicate with internal team members across multiple levels
- Tech-Savvy; enjoys learning and mastering new softwares

Required Technical Skills:

- Expert knowledge of HubSpot or other CRM web-based tracking systems
- Working knowledge of enterprise tools (JIRA, MS Project, Teamwork, Asana, Slack)
- Advanced knowledge of Microsoft Office (Word, PowerPoint, and Excel)
- Expert with Google Suite Apps, cloud services
- Strong Internet connection is required, along with experience using communication tools like Zoom to communicate with clients
- Access to a designated private workspace or home office



Education and Experience:

- Bachelor's Degree and/or Master's Degree focused in organizational management and business processes; advanced degree preferred
- PMP certified or working toward PMP Certification
- 2+ years leading a project management team, managing resources and providing mentorship.
- 5+ more years project management experience within a client-facing role
- Experience generating documentation including project schedules, budgets, status reports and more.
- Strong experience with scoping, development of budgets and schedules for complex projects with multiple workstreams
- Virtual work experience preferred; designated work space or home office required.

Additional Information

Supervisory Responsibility: This position has supervisory responsibilities.

Work Environment: This job operates in a virtual, office setting. This position is primarily sedentary in a climate controlled office with little exposure to environmental hazards.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is largely a sedentary role. The employee is frequently required to use computer for long periods of time.

Position Type and Expected Hours of Work: This is a hourly, contract position that has the potential to grow into full-time salaried work.

Other Duties: Please note this job listing is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the contractor for this job. Duties, responsibilities and activities may change at any time with or without notice.