



SENIOR PROJECT MANAGER Job Listing

Summary/Objective:

WISE Advise + Assist Team, a virtual business strategy and outsourcing company, seeks a Senior Project Manager (SPM) to lead our growing team. The SPM is responsible for the overall management and administration of client projects through the entire project lifecycle. The SPM is at the core of the team and helps everyone to communicate clearly while staying on time, on budget, and meets the highest of quality standards. SPMs must demonstrate solid business judgment and sound strategic thinking. The right candidate will have a strong personality and be direct in team communications, but will exhibit superb professionalism and diplomacy.

Essential Functions:

Project Management

- Understands the scope of work across an assigned account, as well as the project plan at an individual project level
- Develop project charters, estimates and project plans
- Prepare comprehensive project scopes (deliverables, schedules, budgets, etc.)
- Oversees timeline and estimate development efforts of PM(s) within assigned portfolio of projects
- Define and adjust processes to meet project/business needs and look for ways to improve processes while coaching teams to do the same
- Lead client discussions on project plans to ensure client understands project flow and due dates needed in order to meet end goals

Leadership

- Collaborate with executives, project manager lead and cross-functional leads on complex projects and strategic assignments
- Effectively lead internal meetings making important, relevant contributions, and generate workable conclusions
- Manage multiple direct reports and set career and capability goals with them
- Participate in team and cross-capability recruiting, interviewing and staffing
- Problem-solving program and project issues; assisting teams in resolution and successfully leading large teams to develop risk mitigation plans
- Actively seeking out ways to improve team and client communication and developing processes that lead to more effective collaboration
- Demonstrating the ability to deliver constructive feedback while outlining and facilitating development plans where needed



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Professional Skills:

- Expert in managing a high volume of work in a fast-paced and ever-changing environment
- Ability to adjust deliverables and define them in detail in SOWs. Should be able to keep clients and projects on track so there are no overages
- Have excellent written and verbal communication skills with the ability to effectively communicate with internal team members across multiple levels, building trust in your abilities to get the job done effectively
- Show a clear ability to work autonomously, with solid decision-making skills
- Tech-Savvy; enjoys learning and mastering new softwares
- Highly efficient time management; skilled at keeping teams accountable to deadlines
- Effectively and professionally demonstrate good problem-solving and interpersonal skills
- Project a professional, positive attitude toward peers and clients
- Excellent conflict management skills
- Ability to quickly assess needs, develop a strategic plan and implement effective solutions

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
- PMP certified or working toward PMP Certification
- 3 or more years project management experience within a client-facing role
- Strong experience with scoping, development of budgets and schedules for complex projects with multiple workstreams
- Virtual work experience preferred



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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. Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

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.