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Autobooks works hard to make small business banking simple. Through our partnerships with banks and credit unions, small business owners have access to a modern suite that makes business banking easier.

When you join Autobooks, you're joining a team dedicated to small business growth. We want your ideas, passion and experience to continue improving what we offer.

Our downtown Detroit HQ is in the vibrant Madison building, named one of the World's Coolest Offices by Inc. Magazine. Autobooks also has a growing presence in Texas with a satellite office in Austin; and offers flexible, remote work environments for certain roles.

Ready to help change what it means to do small business? Let's talk.

The Role: *Bank Implementation Project Manager*

Implementations Managers at Autobooks manage the day-to-day responsibilities of integrating the Autobooks platform into the online banking environments of the financial institutions we work with. Individuals on the Implementations team are adept at project planning, project management, juggling multiple priorities across a range of clients at any given point in time, and managing the relationships of those clients throughout the duration of a given implementation.

Responsibilities:

- Develop and execute Project plans for software implementation projects.
- Prepare financial institution customers for implementation by setting up front expectations, conducting readiness reviews, and ensuring all aspects of setup are complete.
- Drives each implementation through to completion.
- Establishes guidelines and timeframes to ensure a successful installation. Ensures milestones are met. Monitors all phases of the installation and escalates issues when necessary.
- Exercises the responsibility and authority to take steps to ensure a successful installation.
- Logs communications with customers for historical archival.
- May train financial institution team personnel.
- Participate in new release activities.
- Identify items that are outside the scope of a standard installation and participate in project activities related to those items.
- Participate in sales and handoff meetings to schedule and determine the scope of the project.
- May call small businesses to assist in rollout sign up activities.

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Required Experience/Skills:

- Minimum 3 years of project management experience.
- A seasoned, experienced professional with a full understanding of area of specialization.
- Works on moderately complex and diverse projects.
- Exercises good judgment in selecting methods and techniques for obtaining solutions.
- Able to meet deadlines.
- Knowledge of the financial industry is a plus.
- Knowledge of Jack Henry, Fiserv, or FIS products helpful.
- Strong communication and customer interaction skills.
- Proficient in using MS Word, MS Excel, SharePoint, Asana, Jira, Visio, etc.

Other Requirements:

- Experience working in the financial services or banking industry: 3 years
- Experience in core banking, internet banking, or payment software implementation: 2 years

Benefits and Perks:

- Flexible, entrepreneurial work environment
- Open and fun workspace in the M@dison Building in downtown Detroit
- Casual dress code
- Healthcare--health insurance, dental and vision coverage, life insurance
- 401k plan
- Free parking

Job Location:

- Detroit, MI

A flexible, entrepreneurial work environment and team atmosphere makes this a great place to work. Please provide a complete resume and work history detailing your qualifications and experience to careers@autobooks.co and indicate "Bank Implementation Project Manager" as the subject. To learn more about us, visit www.autobooks.co.