



## Pixstar Corporate Position Description

### **Position Title:**

Project Manager

### **Position summary:**

Manages the planning, design, development and deployment of IT solutions for our clients' users. Additionally the candidate will coordinate with additional project managers in the operation and maintenance of existing IT solutions.

### **Position Tasks:**

- Participate with Business Development to prepare requests for proposals for a variety of system products and services; Develop performance criteria and technical specifications.
- Translating client business needs into requirements, support the resolution of requirements issues across internal and external client business units; Establish systems development schedules, priorities and standards.
- Assist in the initiation of projects, including project charter development, scope & requirements definition, planning, scheduling, effort/cost tracking, risk analysis.
- Coordinate project solution releases through all phases - requirements analysis, design, development, testing, and deployment - delivering the highest quality systems that meet business needs ensuring client's services are properly monitored, have high availability and perform to client's requirements and expectations.
- Communicate with the end-users and report progress, changes or problems.
- Perform all required personnel, software and hardware planning and budgeting functions for assigned projects.
- Coordinate the allocation and approval of staff for approved projects and system support.
- Ensure compliance with policies, procedures and standards for computerized systems and perform project and contract management duties as needed.
- Review computer studies and documentation to ensure conformance with approved standards and that all studies consider all relevant technical, personnel and organizational issues.
- Monitor program development and thoroughly document necessary system modifications and enhancements.
- Maintain project sites for project communications and repository for project artifacts such as status reports, schedules, meeting minutes, issue/risk logs, etc.
- Coordinate project activities/meetings with internal business units, and external client business units and end-users.
- Develop and execute user acceptance tests, as necessary, to ensure that systems delivered meet business needs.
- Act as back-up for other Project Managers.

**Required Skills Sets:**

- 8 or more years of planning, directing, scheduling, budgeting, staffing and managing single and multiple Information Technology projects that fulfilled business needs and priorities within quality, budget, and time constraints for third party clients;
- A thorough knowledge of the capabilities and requirements of various computer platforms.
- Experience functioning in centralized, distributed, web-based, client server, and stand-alone operating environments.
- Systems integration experience involving the interfacing of complex systems components with one another.
- High energy, can-do, results-oriented personality.
- Financial Analysis Business acumen combined with technical software background.
- Understanding of private and public sector business process management.
- Knowledge of system integration.
- Knowledge of the development life cycle.
- Strong personality, with the ability to manage, influence and lead people.
- Strong communication skills.
- Ability to manage conflicting interests and identify compromises.
- Ability to deliver results under pressure.
- Excellent written and oral English skills.

**Experience and Education:**

B.S., Computer Science, MIS, Finance, or related technical field or equivalent work experience.

**Additional Attributes:**

- Possess extensive experience in use of a personal computer running in a Microsoft Windows operating environment and all Microsoft Office Professional applications (Microsoft Word, Excel, PowerPoint, etc.).
- Demonstrate oral comprehension & expression by listening to and understanding information and ideas presented through spoken word and communicate information and ideas in speaking so others will understand.
- Show written comprehension & expression by reading and understanding information and ideas presented through written documents and communicate information and ideas in written form so others will understand.
- Present strong organization skills by utilizing organizational tools, time and methodologies to perform multiple simultaneous tasks at any given time in order to meet or exceed specific objectives and project milestones.
- Display professionalism by maintaining professional composure and effectiveness in a rapidly changing environment with high customer expectations.
- Possess excellent problem solving skills and the ability to actively participate in a team environment.