
Reports to: Director of IT and PMO

Department: IT/PMO

Classification: Exempt

Last Updated: 3/8/2021

Job Summary:

Project Manager to manage and oversee all internal IT, Project Management Office (PMO) and New Product Development (NPD) projects from ideation through implementation. This role will be responsible for strategic oversight of all project work to ensure alignment with corporate objectives and Annual Operating Plan (AOP). Responsibilities include managing the project lifecycle and schedules, identifying issues and risks, maintaining status updates, presenting to steering committee, establishing effective communication, and efficient execution of project plans. Project Manager will lead cross-functional teams, small group meetings, and one-on-one interaction to ensure projects remain on schedule and on task as well as coordinate and lead project core team and steering committee meetings.

Essential Functions:

- Manage NPD and PMO with responsibility of end-to-end project execution and oversight of project portfolio. Work with leadership team to prioritize project list and maintain roadmap for all project activity.
 - Manage IT internal projects from end-to-end working with internal and external subject matter experts (SME) and stakeholders.
 - Ability to gain understanding of the business environment, products, EPA requirements, tools, and technology to effectively manage projects and identify issues and risks.
 - Work with SMEs, project sponsors and champions to develop business case, project charter, requirements, project scope, and other documentation.
 - Prepare project plans, schedules, and roadmaps using project management tools such as Microsoft Project and work with staff to understand tasks necessary to complete project and organize by phase.
 - Direct project execution by assigning tasks, tracking project schedules, identifying risks, maintaining RAID logs, and developing contingency plans.
 - Lead meetings (team, core, and steering committee) and one-on-one or small group meetings as needed.
 - Lead project phase gate reviews, project launch, and retrospective meetings.
 - Assure projects meet or exceed quality, requirements, and deliverables defined in the project charter.
 - Communicate project status by maintaining status reports/dashboard and participating in or leading discussions with leadership and steering committee.
 - Resolve project issues and prioritize activity by working with team members, project stakeholders, and others as appropriate. Escalate issues and risks to steering committee as needed.
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- Further develop and enhance the PMO process leveraging project management standards, technology, and methodologies. Educate and coach team members and stakeholders on PMO process.
- Solicit and incorporate feedback for continuous process improvement.
- Participate in project management organizations and professional associations, attend conferences and seminars to keep current with industry best practices. Incorporate learnings and trends to continually enhance PMO processes.

Job Qualifications:

- Bachelor's degree in business, project management, manufacturing, or similar field or combination of education and experience.
 - 5 years minimum experience working in a cross-functional business environment (preferably for a manufacturer of consumer products).
 - 3 years minimum experience in lead project management role.
 - PMP, CAPM, PRINCE2, and/or comparable project management certifications required.
 - Agile (Scrum), Lean or Six Sigma certifications desired.
 - Highly proficient in MS Office (Excel, Word, PPT, Visio) and Project Management platforms (MS Project, Basecamp, Monday.com, Smartsheet, etc.)
 - Demonstrated ability to drive change, process improvement, implement, train, mentor, and maintain PM standards and methodologies.
 - Self-starter with proven ability to build strong relationships and work with a wide range of personalities, skill sets, and levels within an organization.
 - Strong presentation skills, ability to simplify complex concepts, and use of visuals to convey status, ideas, and concepts.
 - Excels at analytical decision-making, influence, and communication skills (written and verbal).
 - Detail oriented and highly organized with excellent time management skills.
 - Skilled at multi-tasking with ability to capture meeting notes and update project documentation such as a RAID log while leading meetings.
 - Must be able to work without direct supervision to accomplish goals, achieve schedules, and motivate.
 - Must be open-minded and adaptive to change, promote the collective interests of the team more than self-interest, and able to resolve problems in a respectful manner.
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