

Atypon

JOB DESCRIPTION

Project Manager

Location: Abingdon, UK
Reports to: Director of Project Management

Description

Project Managers produce key documents for projects related to the development, implementation, and integration of our software, including project plans and guidelines. Coordinate resources to ensure that these projects are completed on time while managing client (internal and external) relations.

Responsibilities

- Produce and maintain key documents related to each project, including the project schedule, governance structure, and other guidelines.
- Work with senior management to identify the resources that are required to successfully deliver on the project requirements.
- Monitor and manage (in a matrix organization) said resources using existing task assignment and prioritization tools.
- Manage client relations (internal and external) and communications related to the project with client participants and stakeholders (internal and external).
- Administer the change request process, including related communications, project plan adjustments, resource allocation, and client invoicing.
- Risk management (identification, assessment, and prioritization) and resolution, including escalating risks to stakeholders as appropriate.

Requirements

- Bachelor's degree or higher.
- Understanding of the publishing and media industry.
- Demonstrated ability to manage complex software projects.
- Strong leadership and organizational skills.
- History of building strong relationships with clients.
- Knowledge of software implementations and architecture (Java, .NET, web services, n-tier architecture, SaaS, etc.) is a major advantage.
- Prior consulting experience a major advantage.

v1.1 2010-06-03

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