
Company: Jitasa

Job Title: Junior Project Manager Professional

Location: Baltimore, MD; Boise, ID, Jitasa Sarajevo & Bosnia off shore locations

Employment Status: Full Time

Responsibilities:

We will require a motivated individual for the professional services area who will work in the education and not-for-profit markets driving projects for clients in the software market within Jitasa Technology Solutions Services. The software product is a Microsoft certified ERP that specializes in the implementation of accounting applications and IT solutions. There are several products that we will continue to maintain and a new next-generation SaaS web-based architecture and cloud platform that we will support through a set of migrations, new client startups and upgrades. Projects include data conversions, personalization of process setups, training, quality assurance, documentation and overall implementation services for our clients.

Job Description:

The Junior Project Manager will work under supervision of the Senior Project manager and will assist in managing multiple simultaneous engagements by:

- Assist with developing statements of work and translating project statements of work into project schedules and work plans;
- Assist with leading and coordinating project meetings including kick-off and status meetings
- Assist with monitoring and updating progress along with incorporating changes and client stakeholders; and, ensuring that appropriate paperwork is in place for all engagements
- Providing technical assistance during project implementation engagements with clients

The ideal candidate for this position has strong written and oral communication skills as he or she will be working collaboratively with both our customers and the Implementation Consultants on various concurrent engagements. The objectives to be fulfilled by this position are:

- To be a customer-facing consultant who facilitates delivery of service and relationships between Jitasa and its clients by orchestrating effective communication with the appropriate parties for all on-going engagements through each project's life cycle;
- To maintain updated schedules for on-going projects to ensure that projects stay on budget and within established timeframes
- To support the successful delivery and execution of our services by following a systematic methodology for managing and monitoring work flow to optimize allocation of resources across service disciplines

Qualifications:

- Knowledge of any of the following is desirable: Nonprofit, K12 Schools, Accounting, Programming, MS Dynamics NAV & ERP Implementation
- Ability to travel to client sites for planning, project management and progress meetings
- Bachelor's degree (B.A. or B.S.) or equivalent from four-year college or technical school