
Company: Jitasa

Job Title: Technical Senior Program/Project Manager Professional

Location: Baltimore, MD

Employment Status: Full Time

Responsibilities:

We will require an experienced and motivated individual professional who will work in the education and not-for-profit markets driving technical programs and transformation for clients in the software market within Jitasa Technology Solutions. 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. You will lead and oversee the data conversions, personalization of process setups, training, quality assurance, documentation and overall implementation services or large scale programs for our clients. Having an extensive knowledge in fund accounting, payroll and HR requirements, including retirement systems, State education department reporting and staff evaluation requirements and some secondary requirements for time and attendance system.

The Project Manager is responsible for managing multiple simultaneous engagements by:

- Acting as the technical project lead for project implementation engagements with clients
- Managing implementation through the full project life cycle, which includes gathering customer requirements, developing statements of work, translating project statements of work into project schedules and work plans, and implementing the developed solutions
- Continually monitoring and updating progress along with incorporating changes to the project plans and project scope change with clients
- Delivering effective consultancy throughout the project life cycle
- Carry out training for clients when necessary
- Leading and coordinating project meetings including kick-off and governance meetings
- Developing and disseminating meeting minutes and status documents to team members and client stakeholders
- Ensuring that appropriate paperwork is in place for all engagements.
- Mentoring junior project managers

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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 services and relationships between Jitasa and its clients by orchestrating effective communications 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;

Key requirements:

- 5+ years of experience in Project Management
- MS Dynamics NAV certifications preferred
- PMP or PMI Certification
- Implementation experience
- Ability to write reports, business correspondence and produce manuals
- Having in-depth knowledge of any of the following is desirable: Nonprofit, K12 Schools, Accounting, MS Dynamics NAV & ERP Implementation
- Being able to summarize and present solutions/issues in a very concise way
- Ability to travel to client sites for planning, project management, progress meetings, training
- Bachelor's degree (B.A. or B.S.) or equivalent from four-year college or technical school