



Project Manager

The Project Manager is a hands-on role responsible for planning, requirements gathering, design, implementation, and finalizing projects according to strict deadlines and within budget. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. The Project Manager will also help to define the project's objectives and oversee quality control throughout its life cycle.

Responsibilities Include:

- Client account management; expectation management, reporting, ongoing services assessment, coordination and delivery.
- Project management; planning and scoping, budget and staff management, reporting, and issue management.
- Direct and manage project development from beginning to end.
- Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.
- Develop full-scale project plans and associated communications documents.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Liaise with project stakeholders on an ongoing basis while managing expectations.
- Estimate the resources and participants needed to achieve project goals.
- Draft and submit budget proposals, and recommend subsequent budget changes where necessary.
- Where required, negotiate with other department managers for the acquisition of required personnel from within the company.
- Determine and assess need for additional staff and/or consultants and make the appropriate recruitments if necessary during project cycle.
- Set and continually manage project expectations with team members and other stakeholders.
- Delegate tasks and responsibilities to appropriate personnel.
- Identify and resolve issues and conflicts within the project team.
- Identify and manage project dependencies and critical path.
- Plan and schedule project timelines and milestones using appropriate tools.
- Track project milestones and deliverables.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations.
- Determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Define project success criteria and disseminate them to involved parties throughout project life cycle.
- Coach, mentor, motivate and supervise project team members and contractors, and influence them to take positive action and accountability for their assigned work.
- Build, develop, and grow any business relationships vital to the success of the project.





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Knowledge, Skills and Abilities Required:

- Must be familiar with project management techniques and have strong understanding of project management tools and approaches to manage complex, multi-disciplinary projects.
- Fluent in creating and managing project plans, as well as providing and meeting time estimates for assigned tasks.
- Highly skilled in time management to facilitate involvement in multiple projects.
- Must have excellent leadership, team management and relationship building skills.
- Flexibility to lead diverse and dynamic teams to deliver integrated solutions.
- Solid problem solving skills and ability to focus both strategically and tactically to achieve business goals.
- Self-directed and the ability to work independently and manage communications up and down
- Solid understanding of databases.
- Excellent business and communication skills (written and verbal).
- Strong analytical ability and Sales business knowledge is a major plus.
- Occasional travel will be required.

Experience:

- BS Degree in Business Administration or related field
- 5 years experience in project implementation, business process automation or workflow.
- 2 years experience in working directly with customers in analysis, development, and delivery.
- Research administration experience (e.g., research compliance, grants and contracts, or clinical trials) a plus.

The perfect candidate would be a team player, with great communication skills and a can-do attitude. It's a very fast pace environment so a sense of humor is a plus. For more information about the company please visit www.resourceactionprograms.org. This is an onsite position in **Sparks, NV**. Training will be conducted in Modesto, CA.

Please no contract or freelance applications. Please send your resume, examples of your work, salary requirements, and date of availability to Tiffany James at tiffany@etlproducts.com.



Committed to a Greener Future