



PROJECT MANAGER

WHY WORK WITH EDULOG?

As an employee at EDULOG you will have the opportunity to gain invaluable experience in the software industry while helping improve the student transportation system through our leading edge technology nationally and internationally. EDULOG is a great company to expand on your existing knowledge and provides you with opportunities to grow professionally and move interdepartmentally as your skills develop. EDULOG is a collaborative and creative atmosphere where employee ideas are encouraged and appreciated.

SUMMARY & OBJECTIVE

As a project manager you will be responsible for compiling the project charters, scope, project plans, resource plans, and schedule to ensure the project meets the organization's and the client's needs. You will be the main contact for the external client and internal staff in dealing with successful implementation of the project based on the needs of the project stakeholders. As a project manager you will partner with most departments within the organization, such as IT engineering and infrastructure, deployment and configuration, product support, training, account management, sales, and customer experience.

As the project manager you will run projects such as initial client install, client upgrades, conversions from the legacy system to the new system, hardware installs such as GPS projects, logistical projects dealing with a variety of needs. Along with a number of projects both internally hosted and externally hosted applications. These projects can range in scope from 2 weeks to 9 months or more.

As a project manager you will be responsible for weekly status reporting on all the projects assigned to you. You will communicate this status to the PMO Manager in order to communicate the overall project delivery to executive management. An advanced knowledge of project management practices and the proven ability to handle multiple projects simultaneously to successful completion is a must.

PRIMARY FUNCTIONS

- Utilize project management methodology for cross divisional management of projects and training.
- Present a professional presence while dealing with the pressure of project delivery.
- Lead internal team in the definition of a detailed project schedule; holds the team accountable for delivering their commitments on time and on budget.
- Responsible for writing scope documents and getting cross capability inputs into scoping efforts and works with project teams to ensure scope and change management are handled effectively.

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- Creates visibility and transparency into the progress of the project at multiple stakeholder levels and cross divisionally on a regular basis with attention to detail.
- Identifies and employs lessons learned from previous experience to ensure delivery of each subsequent project is more successful than the last.

EDUCATION REQUIREMENTS & QUALIFICATIONS

- Excellent understanding of various project management methodologies such as Prince2, Agile (SCRUM and Kanban), and PMI. Prince2 certification is a plus as well as PMP certification is a plus. Strong understanding of SDLC is a plus.
- Project management experience in complex multiple disciplined teams, achieving high levels of success with software delivery, interacting with external clients remotely is a plus.
- Experience evaluating and implementing enterprise wide business processes including tools & standards and training others.
- Ability to quickly and effectively build relationships based on trust with a collaborative working style.
- Detailed and excellent problem-solving and analytical skills needed.
- People transportation (student transportation) experience is a plus.
- Thrives on working in a dynamic, fast paced and often changing environment.
- Must have strong leadership skills, great communication skills, and high motivation.

TO APPLY: Please visit our website at <https://www.edulog.com/employment/> to complete an online application, and submit your cover letter and resume.

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