

## **Project Manager**

The Project Manager will partner with the business to oversee various projects on an ongoing and regular basis. The Project Manager will be responsible for project planning, assigning individual responsibilities, identifying appropriate resources as needed, developing schedules to ensure timely completion of project, communicating project status and issues to team and management, acting to reduce risk and resolve issues. The Project Manager also coordinates with other projects and work groups as necessary.

## **Requirements**

### **Project Manager Responsibilities**

- Leading project teams and managing all activities in a project life-cycle (initiation, planning, executing/controlling, and closing) associated with projects that are across multiple departments within a line of business segment and medium risk, scope and complexity.
- Develop project plans specifying goals, strategy and staffing, scheduling, identification of risks, contingency plans, budgets and allocation of available resources.
- Consult with management and review project proposals to determine goals, time frame, funding limitations procedures for accomplishing project, staffing requirements and allotment of resources.
- Work closely with the end users, business personnel and others to understand and prioritize business goals and information needs related to the project.
- Facilitate implementation team meetings.
- Consult with business partners to clarify and define project requirements and business case, including development of a statement of work.
- Develop and revise project plans and budgets, work with users to understand complex problems and focus on bringing issues to resolution, escalating as necessary to meet timelines.
- Create and deliver presentations to mid-senior level management on project goals and plans, including progress reports.

### **Project Manager Required Skills**

- Bachelor's Degree, preferably in information technology or business administration discipline.
- At least 3 years direct work experience in a project management capacity, including all aspects of process development and execution.
- Domain experience in one or more of the following areas: Treasury Management, Foreign Exchange, Electronic Payments, Trade Finance.
- Strong familiarity with project management software, such as Microsoft Project
- Technically competent with various software programs, such as Microsoft Excel, Word and PowerPoint and Visio

- Experience at working both independently and in a team-oriented, collaborative environment.
- Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- Reacts to project adjustments and alterations promptly and efficiently.
- Flexible during times of change.
- Ability to read communication styles of team members and contractors who come from a broad spectrum of disciplines.
- Ability to elicit cooperation from a wide variety of sources, including upper management, clients, and other departments.
- Strong written and oral communication skills.
- Strong interpersonal skills.