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**Enterprise IT Project Manager  
Philadelphia, PA**

Philadelphia based IT Services an opportunity available for Enterprise/Infrastructure IT Project Manager. Over the last year we have grown tremendously and currently are starting up a number of new projects that span: NOC Operations, service desk start up & operations, managed services start up & operations, IP Address Management, Multi-Factor Authentication, Network and Telecommunications Infrastructure Deployments and Technology Refresh projects. Because of this increase, we are seeking an enthusiastic, customer focused and ambitious Technical Projects Manager who will be responsible for managing multiple projects across our business units / practice areas. This is a highly visible and critical position to the ongoing success and client relationship management within our organization.

As a Enterprise IT/Infrastructure Project Manager your responsibilities will include:

- Developing full scope project plans and project schedules
- Interfacing with key POCs, and Key clients stake holders during all phases of the sales process
- Interfacing with key POCs, and Key clients stake holders during all phases of Project delivery
- Acting as a technical and operational analyst on a wide range of pursuits
- Leading project kick-offs and continuing to provide support to ongoing projects
- Aiding in the development of SOWs and RFPs
- Providing Quality & Project Reports as well as updating project plans as required
- Analyzing potential and actual risks and developing risk mitigation strategies
- Staying abreast of industry trends to help identify business improvements and new opportunities
- Travel to client sites as necessary (Some international travel may be required)
- Exp in DNS/DHCP and IP Address Management services a plus.

The necessary skills and background include:

- Experience working in a small company or startup environment
- Five or more years in a technical project management or operational role supporting enterprise customers
- Past experience within IT Managed Services or IT Consulting environments
- At least a four year degree in an Information Technology, Business or Operations related field
- PMP certification is required
- Strong business & technical acumen – Areas of responsibility could include software implementation, systems integration, infrastructure, helpdesk start-up and management etc.
- Excellent Microsoft Office skills as well as MS Project and SharePoint abilities
- Superb communication (written and oral), and the ability to interface with managers technical personnel and outside contractors in an effective and collaborative manner
- Up to 20% travel may be required

**This position requires a successful drug screen and background check. To be considered for the position you must be eligible to work in the United States without sponsorship. We do not provide relocation assistance.**