

From: Jason Turner [<mailto:jturner1@gmail.com>]

Project Manager/Technical Account Manager

Location: Center City, Philadelphia

Summary: Fast-growing IT services firm in Center City Philadelphia is searching for an eager and enthusiastic Technical Account Manager/Project Manager. This person will participate in planning, scheduling, and coordinating variety of IT projects for our customers. Other tasks will include helping to draft project bids, specifications, proposals, PowerPoint presentations, quotes, etc. This person will participate in planning, scheduling, writing and editing a series of proposals for information technology projects.

Key Tasks:

- Establishes and maintains business relationships with internal and external customers.
- Contributes to the drafting, planning and managing of IT projects to meet customer business needs.
- Project Management of small to mid size telecom and infrastructure projects
- Helps actively monitor project to ensure that IT project goals and milestones are met in a timely manner and within a prescribed budget.
- Will utilize change control procedures to maintain alignment of customer expectations of Project budget, scope, and timelines.
- Will actively market capabilities and offerings to existing client base and will follow up on generated sales leads.
- Outward facing client skills

Required skills and experience:

- Bachelor's degree; (degree in IT, sales, marketing, writing, communications, etc. a plus)
- Experience drafting/editing proposals and quotes.
- Outstanding customer service mindset and excellent phone skills
- Team player—will be working with core team of in-house personal on extremely fast-paced projects with short deadlines.
- Strong written and verbal skills. Ability to understand and communicate technical requirements and concepts.
- Experience with the following systems highly preferred:
 - QuickBooks
 - Microsoft Project
 - MS Office Applications, including Outlook, Word, Excel, PowerPoint, SharePoint, etc.
 - Service Desk Express (Magic Service Desk)
- PMP highly desired