

Project Manager II

Job Description Form

Job title: Sr. Project Manager

Division/Department: ** SMB ** LOCAL GOVT ** STATE GOVT **FED GOVT**

Location: **San Francisco/Bay Area **Sacramento, CA **Greater Washington, DC**

Reports to: Program Manager

Type of position:

- Full-time
- Part-time
- Contractor
- Intern

Hours 40 /week

- Exempt
- Nonexempt

General Description:

Immediate full time employment (Maryland, DC region). Candidate will plan, execute, and finalize Information Technology projects according to strict deadlines and budgets. Duties will include identifying required resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan and schedule. The ideal candidate will also help define the project's objectives and oversee quality control throughout its life cycle. Candidate will create and maintain all project documentation including schedules, required reports, meeting minutes, etc. ; collaborate with team members, management and Sr. executives. Six Sigma and ITIL certifications desired. PMP certification required. Must be US citizen.

Kelco, a 20 year old Technology Company, provides very competitive compensation including Medical, Dental, Vision, Life, matching 401k and other benefits.

Work experience requirements:

- Five or more years work experience in Information Technology sector
- Strong organizational skills including strong written and verbal communication skills
- Must possess excellent documentation skills, and process improvement methodologies
- Demonstrated ability to adapt to a dynamic environment; team oriented and results driven
- Complex Project schedule creation and maintenance experience mandatory
- Experience and knowledge of Work Breakdown Schedule, Project Work Statements, Risk Management, fully loaded schedules and reporting required
- Working knowledge of Microsoft SharePoint, Project, PowerPoint, and Visio required
- Complex resource management experience required
- Team building skills required
- ITIL, COBIT, and Six Sigma experience/certification highly desirable

Education Requirements

- College Degree or comparable experience

Reviewed by:

Title: HR Director

Approved by:

Title: CEO

Date posted:

Date hired:

Name: Sr. Project Manager