



Job Description

10/3/14

Web Project Manager

Consistently rated within the top three large employers in Baltimore MD, Publishing Services, a subsidiary of Agora Publishing is looking for an experienced professional web Project Manager. This individual will join a team of highly motivated web developers, to help manage the production of top quality software and web solutions for domestic and international clients.

The ideal candidate must have excellent communication and organizational skills along with a strong technical background in web technologies. This position requires strong writing skills, exceptional business communication, flexibility, and dedication to improving communication and delivering projects on time and on budget.

The ideal candidate will have a broad base of skillsets including project management, web technologies, marketing, as well as dealing with international clients. The candidate must be detail oriented and have excellent customer service skills.

Principal Duties and Responsibilities:

- Provide project management support ranging from requirements definition, statement of work generation, implementation, and transition to post implementation support teams
- Strong management of stakeholder expectations and ability to force clarity of objectives
- Oversee the solicitation of business requirements in conjunction with a multitude of both internal and external stakeholders
- Manage multiple projects
- Develop project plans and other associated documentation
- Develop contingency plans to mitigate risks
- Open and improve lines of communication between stake holders
- Manage project resource assignments and track to the project plan and budget
- Manage the schedule and provide project updates and statuses ongoing
- Develop project documentation; analyzes and reports on project status, monitors project performance to maintain the quality of services, deliverables and content to clients
- Actively participates in the development and implementation of business solutions with stakeholders
- Maintain relationships with both internal and external stakeholders
- Be a key resource that lays the foundation to bring the project vision to life

- Demonstrates an in-depth understanding of project based estimating techniques, resource planning and allocation methods, activity based estimating, budget and cost estimating, task development and scope management
- Responsible for adhering to change management procedures incorporating a formalized change control process ensuring that changes to project scope, deliverables, timelines and resources are formally defined, documented and approved
- Provides Agendas and Meeting Notes for each meeting

Job Requirements Skills Required for Project Manager:

- Technical background and experience managing Web Development projects
- Superior command of the English language
- Superb interpersonal communication skills
- Ability to multitask and prioritize multiple timely projects in a detailed manner
- Driven to stay on schedule and on budget
- Communication skills including influencing and leading
- Be personable and friendly while knowledgeable and firm when needed
- Working knowledge of practical aspects of project management
- Strong project planning and process improvement skills
- Critical thinking and problem solving
- Negotiation and Conflict Management
- Adaptable and nimble
- Simple, direct, and effective
- Always moving forward

Other Considerations:

- Foreign language skills a plus
- Background in marketing a plus
- Experience with the publishing industry a plus