

Associate Project Manager Fellow

Duties:

Responsible for coordinating and supporting projects with various degrees of complexity and scope. Associate Project Managers will assist experienced Project Managers. May serve dual roles to not only manage projects within authority level, but also be responsible for delivery of services as a result of the scope of assigned projects. Assists in the definition of project scope and objectives, performs business analysis and helps create and maintain comprehensive project documentation. Works in conjunction with project owners to ensure quality service delivery. Strives to maintain and foster successful relationships with internal customers in the organization

Assist with distribution of project tasks and responsibilities to appropriate areas. Ensures that the project team responds to and addresses inquiries and customer requests in a timely manner and helps coordinate project resources appropriately. Reports and escalates project issues to management as needed.

Education/Experience:

- Bachelor's degree in a Business or IT related discipline required or 1 to 3 years' experience in providing IT consulting services.
- Preferred associate project management certification or equivalent industry experience.
- Equivalent combination of education and experience will be considered.
- Basic understanding of project management methodologies and use of project management tools (e.g., MS Project, Smartsheets, MS Teams, JIRA, SharePoint, and Visio) a plus.
- Experience with project management and software development methodologies such as waterfall Agile / Scrum, hybrids, and SDLC methodologies a plus.
- Process modeling and business process documentation experience a plus.
- 1 to 3 years' experience managing the entire life cycle of a project for system implementations is highly desired.

Certifications/Licenses:

- PMI certification highly desired.
- Valid Hawai'i driver's license and use of own vehicle required.

This position requires proof of vaccination. The Company requires that all employees be vaccinated or be approved for a medical or religious accommodation.

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