

Project Manager - Identity Management Program

Duties:

Responsible for managing all aspects of delivery and serves as the primary point of contact for identity management projects. Manages projects of varying scale and complexity with cross-functional development teams. Coordinates project activities to include review of business requirements, establish expectations for services requested while developing and executing processes, frameworks, metrics, project plans, defining scope, schedule, deliverables, and resources.

Project managers serve dual roles to not only manage projects but also be responsible for delivery of services as a result of the scope of assigned projects from business analysis to documentation. Works in conjunction with project owners to ensure quality service delivery. Ensures that the project team responds to and addresses inquiries and customer requests in a timely manner and all project resources are appropriately utilized.

Requirements:

- Responsible for partnering with stakeholders and project leads to deliver successful client engagements, manage resources, and develop and enhance processes that align with PMI methodology.
- Manages all stages of the project lifecycle through a structured delivery approach.
- Participates in proposal development, project budget creation, and resource assignments. Assist with business development efforts.
- Assists with updating project management and implementation templates.
- Plans and oversees projects to ensure they are completed on time and within budget while proactively managing scope creep.
- Oversees project team members also engaged in these activities.
- Ensures project goals and objectives, timelines, and project deliverables are being delivered following high-quality standards.
- Utilizes project management tools, techniques, and methods in the delivery of project management services.
- Promotes project management best practices and follows project standards, approaches, templates, and methodologies.
- Tracks all project actions, change requests, issues, risks, and determines mitigation plans for successful project implementations and keep all parties informed on impacts to schedule and budget. Monitors and manages the escalation and resolution of inquiries and requests.
- Facilitates decision making, problem solving, and brainstorming sessions or workshops to ensure project goals and objectives are achieved.
- Prepares status reports and communication plans, monitors progress, and keeps all stakeholders informed. Oversees project team members also engaged in these activities.
- Coordinates (and if needed drafts) the development of documents, manuals, training materials as needed to enable successful implementation and turnover of process of system to clients.

- Clearly communicates the progress of on-going initiatives to internal and external stakeholders.
- Facilitates a collaborative environment with team members; business and technical owners; and other stakeholders to establish a culture of trust and open communication.
- Other duties as assigned.

Education/Experience:

- Bachelor's degree in a Business or IT related discipline required with 3 to 5 years' experience in providing IT consulting services.
- 3 or more years' experience managing the entire life cycle of a project for system implementation.
- Preferred project management certification or equivalent industry experience.
- Demonstrates strong leadership and motivational skills to engage team members.
- Proficient understanding of project management methodologies and use of project management tools (e.g., MS Project, Smartsheet, MS Teams, JIRA, SharePoint, and Visio).
- Experience with project management and software development methodologies such as waterfall Agile / Scrum, hybrids, and SDLC methodologies.
- Process modeling and business process documentation experience.
- Equivalent combination of education, experience, and/or training will be considered.

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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