

Project Manager – Multi Service Corporation

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Company Name: Multi Service Corporation

Position Title: Project Manager

Position Location: Overland Park, KS

Company Background:

Multi Service Corporation is a global transaction management company, specializing in billing and payment solutions. The corporate office is located in Overland Park, KS, with offices in Europe, Mexico and Australia.

Position Details:

The Project Manager is responsible for the planning, execution, and finalization of projects within the established timelines and budget. This includes coordinating resources in order to deliver projects according to plan. The Project Manager also defines the project's objectives and oversees quality control throughout its life cycle. The job responsibilities of the Project Manager are as follows:

- Liaison with all stakeholders and facilitate collaboration
- Create and execute project work plans and revise as appropriate to meet changing needs and requirements
- o Define project scope, goals, deliverables
- o Identify resources needed and assign individual responsibilities
- o Estimate hours and cost associated with project
- Manage day-to-day operational aspects of a project and scope
- Review deliverables prepared by project resources before passing to client/user
- Ensure project documents are complete, current, and stored appropriately
- Track and report resource hours and expenses
- Manage project budget
- Manage scope and mitigate risk across projects
- Effectively communicate expectations to project team members and stakeholders
- Identify and manage project risks and critical path
- Track project milestones and deliverables and provide status report to management on a regular basis
- Manage release schedules and deliverables
- Manage all aspects of new program implementation and assist in turnover of program to Account Management after go-live

Requirements:

We are looking for the following in the ideal candidate:

- Comprehensive understanding of SDLC
 - Highly motivated and organized
 - High-level / forward-looking thinker
 - Critical thinking and analytical skills
 - Excellent written and oral communication skills
 - Demonstrated ability to prioritize tasks
 - Excellent interpersonal skills
 - Must be able to demonstrate ability to take an objective and devise and implement a viable plan of action in pursuit of the objective
 - College degree preferred
 - Knowledge of and experience with project management tools preferred
 - Ability/willingness to modify working hours as needed to collaborate with international programming resources
- Multi Service Corporation is an Equal Opportunity and Affirmative Action Employer. We welcome all veterans and disabled applicants.

How to Apply: Please submit your resume at jobs@multiservice.com and include “PMI – Project Manager” on the subject line.