

## **Project Manager**

Candidates must have experience with Oracle EPM (Enterprise Performance Management) software and/or Hyperion full lifecycle implementations. In this role, you will be responsible for managing projects to successful completion, ensuring that projects deliver on time, on budget, and in accordance with standards and guidelines over the entire project. The eventual hire will manage key projects as part of our client's strategic business plan. The ideal candidate for this job can effectively ensure that changes are delivered to the expectations of stakeholders.

### **Responsibilities:**

- Works together with the technical and functional project leads to turn the product plan into executable projects
- Follows and schedules projects as per the Project Roadmap defined by the Business Owner and EPMI
- Works closely with the internal and external project team members to accurately develop and maintain the following project management tools, including but not limited to:
  - Project Plan
  - Status Reports
  - Issues, risks, decisions log
  - Meeting minutes
  - Internal Status Meeting
  - Action items Log
  - Project Budget Tracker
  - Stakeholder Register
- Manages the project for on-time and on-budget delivery, monitoring weekly financials
- In collaboration with the technical and functional project leads, you will facilitate creation and maintenance of the Project Plan
- Assists the technical and functional project leads to guarantee that the business objectives are attainable with the project timeline and budget
- Delivers detailed reporting to management on milestone completion, risk assessment, project financials, and project status
- Establishes schedules and milestones, manages project scope and timelines, and inputs from all other teams assigns to that product
- Arranges the daily stand-ups, assuring they are focused, timely, and brief

- Works closely with the VP of Delivery, Practice Directors, and project team members for status updates and issue resolution
- Assembles status report from technical and functional leads and provides decision-support for the project team
- Oversees project planning, issue resolution, and risk mitigation
- Assists to manage, identify, and classify risk for project change requests
- Confirm that the functional requirements are met, tracked, and achievable

**Requirements:**

- Ability to understand and communicate technical concepts to both technical and non-technical colleagues
- Applicants should have proficiency using commonly accepted scheduling and project management tools
- To be considered, you should be familiar and comfortable with IT project management methodologies
- Proven flexibility to adapt to changes in procedures and job assignments
- Comprehensive knowledge of project management - Minimum of 3 years of relevant Project Management experience
- Can work independently with minimal supervision
- Ability and willingness to meet business-critical deadlines
- Strong communication and social skills
- Ability to simplify complex problems and communicate to non-technical stakeholders internally and externally

**Additional Details:**

The candidate may reside in any state in the United States, but must be a legal resident or US Citizen to be considered. While we will work to minimize travel (including coordinating some work to be performed off-site), qualified candidates should be available to travel up to 100%. Candidates may be considered on either a contract basis or for a full-time role, based on experience and availability.

**EOE M/F/DISABLED/Vet**

EPMI is an equal opportunity employer and makes employment decisions without regard to race, gender, disability or protected veteran status.

**Compensation:**

EPMI offers a competitive base salary, medical, dental, and vision insurance, short term and long term disability, life insurance, 401K with supporting company match, a performance bonus, paid holidays and vacation days, and an exceptional work environment. If you are ready to join a growing company, please submit your resume to [amy.kubas@epmi.com](mailto:amy.kubas@epmi.com).