

JOB SUMMARY/PURPOSE:

Plan, organize, manage and coordinate consulting projects to meet or exceed client expectations for deliverables and quality of service; and create added value for client business.

MAJOR DUTIES AND RESPONSIBILITIES:

- Plans, organizes, manages and coordinates IT projects utilizing formats defined by Court Square and consistent with PMI methodologies.
 - Manages projects that fall within the scope of consulting capabilities provided by Court Square.
 - Acts as primary point of communication to client regarding specific projects assigned to the incumbent.
 - Assures effective project team management and communication.
 - Delivers high-quality projects on time and within budget.
 - Assures effective communication of project status through formats consistent with Court Square reporting tools and methodologies.
 - Develops project resource plans and manages project resources in a manner that assures completion of project milestones and tasks within a predefined budget.
 - Assists with pre-sales support.
 - Scopes project resource requirements and calendar to support effective proposal writing and pricing of various projects.
 - Assists in recruiting and interviewing new candidates for project management and technical positions.
-

COMMUNICATION SKILLS:

- The incumbent must exhibit a highly communicative, professional manner in working with project team members, Court Square colleagues and clients to develop and maintain constructive working relationships.
 - Communicates effectively both verbally and in writing with superiors, colleagues, existing clients and individuals representing new client business opportunities.
-

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in Technology plus Business and 5 years experience in a consulting environment.
 - Requires a minimum of 3 years project management experience in an IT environment or an environment that is complementary to the needs and requirements of Court Square.
 - Candidates must be knowledgeable in multiple IT areas (e.g., infrastructure and applications).
-

QUALIFICATIONS:

- A broad understanding of technology combined with business practices.
 - Project Management certification is desired.
-