



### **Project Manager – Job Description**

- Develop project plans – focusing on project definition, scope, business requirements, cost completion dates (scheduling), resource allocation and quality/reliability.
- Provide day to day work direction and assistance to a group of technical staff, primarily in the context of work needed against project plans; develop tasks lists for technicians.
- Monitor on-going project status and maintain communication with business partners, technicians and management regarding project status.
  - Identify changes in the work scope and ensure appropriate measures are taken to reassess, renegotiate and amend scope of work responsibilities, proposals, contracts and budgets.
  - Ensure completion of deliverables and adherence to timelines; track milestones and timelines for projects.
- Analyze and resolve issues/risks that have the potential to jeopardize performance and/or the ability to meet agreed upon deliverables and develop action plans to mitigate or remove issues/risks.
- Consistently applies project management methodology, processes and tools for technical staff.
- Attend job meetings for on-going and prospective projects.
- Assist Operations Manager with technical staff performance evaluations.
- Initiate, build/establish and maintain business relationships.

**Please email resumes to: [hr@gotoci.com](mailto:hr@gotoci.com)**