

Software Development Project Manager Job Description

4ROI - Minnetonka, MN

4ROI (www.4ROI.com), a leader in online assessment systems, has an immediate opening for a Web-based Software Development Project Manager. This is a key role in our development group with significant impact on project activities and corporate success.

Responsibilities:

- Manage Online Software Development project activities for multiple projects across all project phases, including initiation, planning, execution, monitoring, control and closure.
- Work collaboratively with development team, lead architect and the president to determine technical direction and approach to system design and implementation, including both brand products and supporting systems.
- Create, manage and track project vehicles, including, but not limited to:
 - o Project schedules
 - o Detailed project plans
 - o Project scope statements
 - o Cost estimates
 - o Resource plans
 - o Risk and issues logs
 - o Status reports
- Tailor project management, development and support processes to meet the needs of individual (new and/or ongoing) projects.
- Manage the day-to-day activities of projects and staff; communicate with project teams as necessary to ensure project deliverables are on schedule and within cost parameters.
- Communicate and collaborate with internal and external customers as needed in regards to project deliverables including managing expectations, presenting and interfacing with sponsors.
- Make decisions and communicate trade-offs and risks; drive key decisions across projects.
- Make recommendations to management about schedules, prioritization and resource allocation with input from team members.
- Provide ongoing project plan/status reporting for use by account managers, clients and management.
- Provide input into strategic planning and asset creation processes.
- Manage resource planning and organizational capacity planning.
- Coach and train project team members on Software Development processes and best practices.
- Contribute to the design and coding of products.

Minimum Qualifications:

- B.S. or B.A. degree in Business Administration, Management, Project Management, Computer Science, Engineering or related field.
- Five years of experience in a technology environment, including 2-3 years of practical professional experience in project management.
- Fundamental understanding of web-based systems programming and development.
- Proficient with MS Project or similar software and MS Office applications.
- Demonstrated experience in leading cross-functional project teams.
- Ability to adjust and set priorities to meet deadlines.
- Ability to effectively manage staff.
- Strong written and verbal communication skills, including presentation skills.
- Strong persuasion and negotiation skills, including conflict resolution skills.

- Ability to work effectively in a professional manner with technology staff, business stakeholders, end users, management and others outside the organization.
- Ability to work independently.
- Self-motivated with ability to drive projects.
- Experience estimating project costs.
- Experience with Java and Linux

Preferred or Desired Qualifications:

- Experience with process improvement projects.
- PMP certification.
- Java or SQL experience.

4ROI offers competitive compensation. Benefits include flexible work hours, 401(k) with employer contribution, profit sharing, paid time off and paid holidays.

Additional perks include employee events, casual work environment, travel opportunities, direct deposit and monthly birthday and anniversary celebrations.

As an employee of 4ROI you will have access to cutting edge technologies in a fun, professional, and positive work environment. You will have excellent opportunities to excel and to be rewarded for that effort. To join our successful team, please forward your resume, cover letter and any salary expectations via email to amuller@4roi.com.

4ROI is an equal opportunity employer.