



MYS Project Management
1000 N Green Valley Pkwy #440-592
Henderson, NV 89074

800-933-9720 | info@mysfirm.com

Project Manager Job Description

Summary

Under the direct supervision of the Project Director, MYS seeks a collaborative, self-starting professional to lead an energetic and innovative project management team in a supportive virtual office setting. In addition to overseeing project-specific support staff, this position is expected to successfully guide project scope, schedule, budget, and resources in a fast-paced environment while working on simultaneous projects as directed by the Project Director. The position will be required to spearhead routine communication and appropriately oversee confidential and sensitive information for high-stakes projects. The role is expected to provide customer service to a diverse group of external contacts as well as internal staff at all levels of the organization. Independent judgment is required to plan, prioritize and oversee a diversified workload and to recommend changes in job practices or procedures for the betterment of the organization and staff.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Under the direction of the company's Project Director, oversee the successful management of both short-term and long-term projects.
- Manage project support staff including Project Coordinators and Administrative resources.
- Advise and/or lead business development activities including proposal development and preparation as well as providing input on scheduling, number and type of resources, logistical needs, and team capacity during sales process.
- Develop, update, maintain, and seek external approval of project schedules for assigned client projects.
- Ensure project communication, milestones, budgets, and deliverables are met within expectations.
- Approve and manage costs related to project-related travel expenses.
- Maintain responsibility for secure storage of all project-related files and internal project documentation.
- Oversee quality control of all deliverables, including spelling, grammar and consistency of presentation.
- Approve monthly invoicing summaries and related documentation.
- Approve scheduling and organizational plan for virtual and in-person meetings.
- Maintain strong client, contractor, vendor, and internal relationships.
- Approve formal correspondence including meeting minutes, call notes, memos, and charts for internal and external meetings.
- Lead or assist with internal marketing initiatives including preparation of materials, digital communication, and database management.
- Perform general administrative duties for internal and external resources, on occasion.

- Provide on-site leadership for internal and client projects including oversight of support staff activities.

Expected Competencies

1. Exceptional Organizational, Strategic, and Empathetic Capacity
2. Strong Capacity to Learn and Utilize Technical Terminology
3. Advanced Knowledge of Microsoft Office Suite
4. Thoroughness and Attentiveness to Detail
5. Strong Speaking and Writing Skills

Supervisory Responsibility

This position may be responsible for the management of Project Coordinator and Administrative staff including approval of job-related requests, performance reviews, and recommended disciplinary action.

Work Environment

This job operates in a virtual office environment. Employees are equipped with a laptop computer, printer/scanner, and are partially reimbursed for telephone and internet connection.

Physical Demands

This is largely a sedentary role; however, the ability to lift project materials up to 40 pounds may be required.

Position Type and Expected Hours of Work

This is a full-time salaried position eligible for a benefits package. Candidates must be available for work during typical business hours which may change from time to time based on client needs. Weekend duties will be required, as requested.

Travel

Up to 25% travel is expected for this position.

Required Education and Experience

1. PMP®
2. Bachelor's degree.
3. 3+ years of experience supporting large-scale programs or projects in high-stakes environments.
4. Authorization to work in the United States.

Preferred Education and Experience

1. Master's degree or beyond.
2. 5+ years of experience supporting large-scale programs or projects in high-stakes environments.
3. Experience in the following industries a plus: IT, Assessment & Evaluation, and Marketing.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the contractor for this job. Duties, responsibilities and activities may change at any time with or without notice.