



**Job Description: Professional Services – Project Manager**

**Job Posting ID: PSPM2017**

**Position Title:** Project Manager

**Department:** Professional Services

**Company Overview:**

ImageTag dramatically improves the quality of our customers' work life (and their bottom line too) by automating broken, inefficient business processes with an intuitive, easy-to-use Enterprise Content Management (ECM) software application.

Our flagship product, KwikTag™, has a unique, patented system which automates and speeds decision-making for users who find themselves burdened with document volume and manual processes.

KwikTag is the most advanced product of its kind. Until now, only large companies willing to invest millions of dollars and months/years of time had access to a solution this powerful.

Joining ImageTag will give you the opportunity to be part of a talented, innovative team; and a fun, winning culture.

**Position Overview:**

We are looking for a customer-facing project manager who is detail oriented and has great communication skills. Project managers are part of our professional services team, located in our Tempe office.

The project manager is responsible for complex software implementations and manages the entire process, from kick-off to go-live with clients. You will need to work with all of the appropriate resources, internally and sometimes with 3<sup>rd</sup> parties, to gather and document requirements, communicate estimates and keep things on track.

**Position Requirements:**

- Manage the product implementation delivery and roll-out process.
- Facilitate reviews and training with clients and partners.
- Work closely with development teams to review product deliverables and assist in providing direction for fixes and system enhancements.
- Coordinate project schedules, tasks, and manage progress to ensure on-time, quality delivery of business requirements.
- Identify and mitigate risks.
- Work with clients and partners to effectively manage scope.
- Present and record status of projects.



**Experience/Education Required:**

- Bachelor's degree (BA or BS) in a related field or work or equivalent work experience.
- 5+ years' experience in a customer facing business analyst and/or project manager role.
- 2+ years' experience managing custom software implementations.
- Strong SDLC experience: familiarity with Agile development methodologies.
- Experience creating requirements and managing projects in a .NET environment.
- Experience with ERPs and/or SharePoint is preferred.
- PMP® certification is preferred.

**Personal characteristics:**

- Excellent written and verbal communication skills, including presentation skills.
- Ability to listen well and ask questions to guide users through the analysis process.
- Ability to handle multiple tasks and projects.
- Strong communication and conceptual skills.
- Customer focused and driven.
- Excellent problem solving skills.
- Proven ability to meet tight deadlines: energy, enthusiasm, and strong work ethic is a must.
- Brings a great attitude to work every day!