

Project Manager

Do you want to help organizations better manage manually intensive processes and information within their organizations? Do you enjoy meeting with end users, program managers, contracting officers, and CIOs to create and manage solutions that solve fundamental business problems? If you are organized, nimble, eager to learn new things, and want to work in a culture where your efforts will be recognized, then Next Phase Solutions wants to help you on your journey in building a successful career.

At Next Phase Solutions, our customers matter greatly to us and they will matter deeply to the right candidate. A Project Manager at Next Phase Solutions will have the opportunity to set strategy, support customers and the team, and use waterfall and agile project management techniques. The customer and team look to the Project Manager to make timely decisions and steer the project to a successful conclusion. The Project Manager will be responsible for overall project metrics including budget, scope, and schedule and will proactively identify and propose strategies to mitigate risk.

As a Project Manager, you will review documentation in advance of a project then lead meetings for the internal team and the customer project team of the objectives of the project. You will work with the customer's Project Manager to build a schedule for the overall project and monitor and report on individual tasks within the schedule. You will work with the project team to identify roadblocks and resolve them. You will work with leadership to set overall strategy for the project, brainstorm solutions to issues, and engage for extra support, when needed.

In this role, you will take initiative and contribute to the team with autonomy and freedom to make decisions. We will provide a support system to help you grow your negotiating, analysis, and critical thinking skills and to find success in project delivery. Next Phase Solutions is a growing company and opportunities for career advancement through team leadership will become available.

Next Phase Solutions is a small business based in Orlando, Florida. Our mission is to empower entities and individuals to reach their potential by challenging the conventional. We offer unlimited PTO, remote work, annual team gatherings, 3% matching of a Simple IRA and health insurance.

Responsibilities

- Build relationships with existing customers via visits, phone calls, and emails
- Work with team to review and determine scope for projects
- Build schedules and project plans
- Manage scope, budget, and schedule
- Identify and report issues timely
- Build agendas and assessment tools
- Work with customers and team to ensure successful project delivery

Qualifications

- Experience with tracking and reporting (i.e. operations, event planning, etc.)
- Experience with the Office Suite of products
- Strong desire to learn and grow
- Ability to work independently

- Excellent written, verbal, and organizational skills
- Ability to build long-term relationships with customers and team members
- Interested in joining a growing company

Preferred Qualifications

- 3 – 8 years Experience in Project Management
- Experience in IT or Software Development
- Ability to interact with engineers to guide projects and provide support
- Ability to manage multiple projects at the same time

If you are interested in more information, please apply now. Submit resume to careers@npsols.com