Project Manager

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a-tune software Inc. provides data and compliance management for research and development facilities through software, services and applications. Please visit http://www.a-tune.com for more information.

Position Overview

This position will support our international customers in introducing our tick@lab software for the Management of Research Compliance and Lab Animal Research Facilities. The Project Manager is responsible for the management of customer implementation projects, from inception through project closure. They are responsible for driving solution definition, resource allocation, project direction, team building, budget control, non-conformity resolution and overall risk management. You will coordinate closely with internal teams and the customer to guide business leads, scientists, animal welfare and IT personnel throughout the course of the project to a successful production roll-out. The Project Manager will also be responsible for analyzing client requirements and processes, configuration of the software, client support and training, as well as the overall project management to deliver projects on time, within budget and with quality results. Our software solutions range from standard download to custom configurations and are hosted on site by the customer or cloud based at their request.

Key Responsibilities
- Plan and coordinate projects using all resources available to bring projects to successful completion, within scope, on time, and within budget
- Lead team and client meetings, using engaging, informative presentation methodologies
- Develop project plans specifying goals, strategy, internal staffing and scheduling
- Conduct kick-off meetings to establish and communicate project plans, milestones and goals to customer
- Deliver timely and effective updates to internal and external contacts
- Take an active role in resolving conflicts and delivering solutions
- Track project progress and work efforts to be reported weekly to senior management
- Actively participate in the growth of the general knowledge base of the team
- Manage multiple projects meeting client expectations and day-to-day client interactions
- Create and maintain project documentation utilizing a-tune methods
- Manage and actively participate as a member of the project team to help create a sustainable, viable solution that is tailored to the customer's requirements and objectives.
- Attend GoToMeetings and work from home due to time zone differences.
- Oversee a positive implementation experience for the customer to ensure customer satisfaction, secure the potential for future software and services revenue

Key Qualifications

- Bachelor degree or relative advanced degree, PMI/PMP certification preferred
  or equivalent work experience of 5+ years of successful project management
- Microsoft Office Proficient
- Knowledge of medical research industry and terms
- Excellent written and oral communicator
- Highly organized and experienced in multi-tasking
- Strong learner with an aptitude for technology
- Ability to lead diverse groups
- Thrives in highly dynamic, faced paced, international environment

This position requires up to 25% of travel time, which requires the employee to cover the cost of business travel, which will be reimbursed with expense report filing.
The Applicant must be authorized to work in the US as permanent resident. We are not offering relocation or sponsorship.