

## PROJECT MANAGER

Richmond, VA (onsite with our client)

### POSITION SUMMARY

The Project Manager's primary responsibility is to manage end-to-end national retail fixture implementation programs for our client. Located on-site at our client, the Project Manager has extensive daily involvement with the client in building, managing and reporting point-of-sale (POS) distribution and installation solutions. This position works closely with Field Operations, Distribution Operations, Information Technology and the Account Team to carry out projects to meet the needs and expectations of the client.

### ESSENTIAL FUNCTIONS

Key roles and responsibilities of the Project Manager include:

1. Demonstrate expertise in both Madden's and our client's business
2. Lead the planning and implementation of National Field projects
3. Facilitate the definition of project scope, goals and deliverables
4. Define project tasks and resource requirements
5. Develop full scale project plans
6. Assemble and coordinate project staff
7. Manage project budget
8. Matrix Manage project resource allocation
9. Plan and schedule project timelines
10. Track project deliverables using appropriate tools
11. Provide direction and support to project team
12. Constantly monitor and report on progress of the project to all stakeholders
13. Present reports defining project progress, budget, problems and solutions
14. Implement and manage project changes and interventions to achieve project outputs
15. Proactively respond to client requests and work toward issue resolution with a sense of urgency

### MINIMUM REQUIREMENTS

1. EDUCATION & EXPERIENCE
  - a. 4 years of project management experience
  - b. College degree required
  - c. PMP certification preferred
  - d. Experience in people, risk and change management
  - e. Strategic planning experience
2. SKILLS / KNOWLEDGE
  - a. Knowledge of both theoretical and practical aspects of project management including techniques and tools
  - b. Excellent written and verbal communication and presentation skills
  - c. Proficient in advanced Excel functions such as V-look ups and Pivot tables

- d. Proficient in PowerPoint, Word and Access
  - e. Proficient in project management software such as Visio, Project or Gantt
  - f. Able to handle difficult or delicate situations and manage conflict
  - g. Able to plan and organize workload for maximum efficiency
  - h. Able to produce work with speed and accuracy against tight deadlines
  - i. Cooperative and responsive to change, criticism new ideas and company initiatives
  - j. Able perform under pressure and manage stress
  - k. Able to meet and accomplish assignments when usual means are not at hand
  - l. Reliable, punctual and self-motivated
  - m. Able to make reliable judgments when handling work problems, and to use common sense, logic and critical thinking
  - n. Able to work well with others to meet departmental objectives
  - o. Able to delegate and guide others in the successful accomplishment of tasks
  - p. Effective at influencing, negotiating and leading a team
  - q. Versatile; willing to perform job related functions and assignments
  - r. Able to keep a clean and orderly workspace
3. PHYSICAL DEMANDS
- a. Work is generally performed in a fast paced office environment
  - b. Required to sit or stand for prolonged periods
  - c. Must have the visual, hearing and learning capacity sufficient to perform the essential functions defines above
4. ENVIRONMENT & SCHEDULING
- a. Work is generally performed during standard business hours, Monday through Friday
  - b. Must be flexible to work evening and weekend hours when necessary
  - c. Work is performed in an office setting
  - d. Overnight travel 1-2 times per month

## **EMPLOYER'S RIGHTS**

This description is intended to describe the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Management retains the right to add to or change the duties at any time.