



The Tools You Need to Win at Retail™

## Project Manager

### Overview

At Accelerated Analytics, we've been collecting, analyzing and reporting on POS and EDI 852 data for some of the biggest brands in DIY, Home & Hardware, not to mention Beauty, Consumer Products, and Fashion, since 2003. Our team includes talented project managers, engineers, and business analysts with a passion for retail and a knack for numbers. And our dynamic sales, creative and administrative staff keep us inspired and our business moving forward.. Learn more by visiting [www.AcceleratedAnalytics.com](http://www.AcceleratedAnalytics.com).

### Location

Bradenton, FL

### Job Description

The Project Manager has the responsibility of the planning, execution and closing of assigned projects in addition to overseeing the project team that will deliver against the stated project objectives. This role also focuses on creating clear and attainable project objectives, building the project requirements, and balancing cost, time and quality to desired levels.

This position will appeal to a high-energy, self-motivated individual who combines exemplary communication skills and stakeholder management with business acumen and proactive leadership.

### Responsibilities

- Creates and executes project work plans in accordance with the defined software/service capabilities and revises as appropriate to meet changing needs and requirements
- Manages and facilitates business case development, project planning, and business requirements meetings as well as overseeing corresponding documentation sets
- Creates and maintains requirements and design documentation
- Identifies resources types needed and assigns individual project responsibilities
- Manages day-to-day operational aspects of a project and scope (to include timeline, critical path evaluation, resource utilization against planned progress and actual deliverables/work, and the impact to overall project plan)
- Manages the project stakeholders with regard to expectation setting and alignment
- Manages the project team
- Manages the project budget (tracking budget variances - cost versus budgeted cost)
- Manages the project conflicts and/or escalates to management in a timely fashion (from project issues, risk mitigation, and project team interactions)
- Guides the project team (both technical and business) thru effective decision making around project strategy, project to task activity/work break down within project plans, solution identification, etc
- Establishes prioritization and work sequencing within the project plan
- Minimizes our exposure and risk on project
- Outline and reports on project health/status (working with core technical leads on the project)
- Represents project needs/prioritization with management as the health and progress of the project portfolio is monitored

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## Requirements

- 3+ years project management experience in successfully delivering complex technology solutions
- Experience working in a fast paced, cross-functional and cross-team environment and being the project implementation go-to person
- Experience in project lifecycles from business case development to final delivery, oversight of project teams as they gather functional and technical requirements, establishing project strategy and project timelines, status reporting, issues/risks oversight, and deployment oversight
- Experience in managing project in a matrix oriented organization, providing guidance and direction to resources that do not directly report to the project manager
- Experience in guiding teams thru business case and scope evaluation
- Strong proficiency with core Microsoft Office Tools (Outlook, Power Point, Excel, and Word)
- 3+ years' experience in conducting Business or Systems Analysis will be considered a strong asset as evaluation and documentation of business and functional requirements will be part of the role
- Previous experience in the retail industry is highly preferred
- Bachelor's degree in business, accounting, finance, or mathematics
- CAPM or PMP training and certification will be considered a strong asset
- Excellent English communication skills - both verbal and written
- Self-motivated and self-directed
- Very high attention to detail
- Valid US driver's license
- Valid US Passport - or ability to obtain a passport after starting employment

## What We Offer

- Competitive salary
- Opportunity to travel
- Medical benefits
- Retirement plan with company matching
- Paid vacation
- 8 paid holidays

To apply, please complete our initial hiring assessment and upload your resume by clicking the link below.  
<http://www.ondemandassessment.com/verify/apply/DReeSqv/hbCPPbPh>