



**Job Title:** Project Manager  
Regular, Full-time with benefits

**Work Location:** Phoenix, Arizona

**Contact:** Human Resources

**To Apply:** Attention to detail, a commitment to excellence, and a desire to exceed expectations are among the principles that drive nFocus Software employees and have helped bring about the continued success of our company. Apply only if you perform at an above average level and can embrace our core values of candor, results, integrity, excellence, and a sense of urgency.

Please include a cover letter that indicates the position for which you are applying and your salary range requirement. Send both your resume and cover letter to [jobs@nFocus.com](mailto:jobs@nFocus.com) or 602.954.9559 (fax).

**Summary:** The Project Manager (PM) is accountable for the overall success of assigned projects. He/she will develop high quality solutions that meet the technical and business requirements of our clients. The PM works closely with the project team (Project Coordinator, Client Support Specialist, and Trainer).

Primary responsibilities include:

- Develop, maintain, and execute master project plan and implementation schedule for single and/or multiple projects.
- Monitor and coordinate all projects to ensure project goals are accomplished as specified on schedule and within budget.
- Work with management, Project Coordinator, Client Support Specialist, and Trainer to define a solution that achieves the technical and business objectives of a client.
- Monitor and assist Project Coordinators in managing requirements of projects from inception to delivery.
- Manage resource allocations collaboratively with the Operations Manager, Project Coordinators, and other nFocus Software staff to ensure team members are appropriately tasked and load-balanced across projects and day-to-day maintenance/operational work assignments.
- Manage travel schedules and budget.
- Provide continuous assessment of project risks and mitigation approaches to appropriate individuals and/or teams associated with the project.
- Coordinate and respond to requests for changes from original specifications. Modify schedules/budgets within process guidelines and as approved by executive management.
- Facilitate communication, provide technical advice, and resolve problems with project teams.

- Ensure regular, consistent, and appropriate communication (project status, risks, outcomes, etc.) to executive management, clients, project team members, and others who have a business need to know, ensuring general and specific project information is shared with only the appropriate audience.
- Coordinate project activities with marketing, sales, development, client support, and client staff to ensure goals and requirements are met.
- Apply PM best practices with a flexible adaptation

**Minimum Education:** Bachelor's Degree from an accredited college or university in a technical field such as Computer Science, Engineering, Project Management, or related field. Four (4) years of additional experience may be substituted for a Bachelor's degree.

**Minimum Experience:**

Required: Eight (8) years experience in IT project management for IT system development or deployment projects. Experience leading large-scale projects. Proficiency with Microsoft Office, Microsoft Project, Microsoft Excel, and Microsoft SharePoint Portal (or comparable software). All experience must have been gained within the last ten (10) years.

Preferred: PMP/PMI certification

**Other Qualifications:**

- Willing to submit to required background check.
- Excellent written and verbal communications skills.
- Willing to travel 30% of time.
- Able to communicate in a professional, positive, courteous manner at all times with all levels of clients, vendors, visitors, and employees.
- Self-motivated with ability to establish priorities and effectively manage time to complete multiple tasks within specified timeframes.
- Organized with a strong sense of urgency.
- Detail oriented.
- Able to work in an open work environment.
- Able to work quickly and accurately under pressure.
- Able to apply problem-solving techniques.
- Able to work independently and/or cooperatively and effectively in a team environment.
- Demonstrate a positive outlook.
- Preferred: Knowledge of software industry, with a strong emphasis on products and related applications.

**Benefits if hired:**

- Paid vacation
- Paid sick time
- Paid holidays
- Health insurance
- Dental insurance
- SIMPLE IRA
- \*Relocation expenses not covered

EOE/M/F/V/D