

**Position:** Project Manager, LFI

**Location:** Duluth, Georgia

### **Job Summary:**

Responsible for all project management of VSoft solution implementations.

### **Responsibilities:**

1. Manage both Core Application and Image Item Processing Application Implementation projects.
2. Ability to work with Sales, Solutions Engineering, Implementation Services, Product Management, Business Development, Support, and 3<sup>rd</sup> Party Software vendors.
3. Gather and identify initial tasks for project plan via SOWs and requirements artifacts.
4. Create project plan clearly identifying deliverables, milestones, tasks and resources.
5. Communicate project plan (after internal approvals) to customer for sign-off.
6. Manage project plan and communicate exceptions to COO and Director of Implementation Services.
7. Communicate expectations to customer via e-mail and conference calls.
8. Ensure timely execution of internal project tollgates.
9. Learn overall process flow and product integration points.
10. Assist with process development.

### **Experience and Educational Requirements:**

- Minimum of five years' experience in the financial industry is required.
- Minimum of five years' experience in managing projects; specifically, Core Application & Item Image Capture projects.
- Experience in managing software implementations in financial services.
- Bachelors in Business, Computer Science, Accounting or related technical concentration.
- PMP certification is desirable, but not required.
- Courses in project management and project measurement are desirable.
- Experience in communicating effectively to internal and external stakeholders at varying levels from Operations Managers to Senior Executives.
- Must have strong written and verbal communication skills.

## VSoft Job Description

- Must have proven experience of professional communication to customers and other stakeholders in crisis situations- must remain calm under fire.
- Must be able to identify problems, seek resources for guidance, analyze resolutions, and communicate and/or implement resolutions independently.
- Must be proficient with the following Microsoft applications:
  - MS Project
  - Microsoft Office Suite
  - Visio
  - Outlook
- Referenceable background working with projects that meet the following qualifications:
  - Experience in managing projects in item processing or banking technology
  - Projects including third party suppliers of complementary technology
  - Proven delivery of past projects