VSoft Job Description

Position: Project Manager
Location: Duluth, GA

Job Summary:
Responsible for all project management of VSoft solution implementations.

Responsibilities:
- Manage Core, Digital banking, and Payments application Implementation projects.
- Ability to work with Sales, Solutions Engineering, Implementation Services, Product Management, Business Development, Support, and 3rd Party Software vendors.
- Gather and identify initial tasks for project plan via SOWs and requirements artifacts.
- Create project plan clearly identifying deliverables, milestones, tasks and resources.
- Communicate project plan (after internal approvals) to customer for sign-off.
- Manage project plan and communicate exceptions to COO and Director of Implementation Services.
- Communicate expectations to customer via e-mail and conference calls.
- Ensure timely execution of internal project tollgates.
- Learn overall process flow and product integration points.
- Assist with process development.

Experience and Educational Requirements:

- Minimum of two years' experience in the financial industry is required.
- Minimum of two years' experience in managing projects; specifically, Core Application & Item Image Capture projects.
- Experience in managing software implementations in financial services.
- Experience in communicating effectively to internal and external stakeholders at varying levels from Operations Mangers to Senior Executives.
- Bachelor's 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.
- 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

- o Proven delivery of past projects
- Must have strong written and verbal communication skills.
- 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:
  - o MS Project
  - o Microsoft Office Suite
  - o Visio
  - o Outlook