

Project Manager (IT Projects)

Position Overview:

NFS Leasing is seeking an experienced Project Manager to manage the implementation of technology related projects. This role will manage IT projects and work closely with internal stakeholders and external third-party service providers to successfully implement new applications, enhancements, and services, including the implementation of Odessa and Microsoft Dynamics software platforms. The role will be based in Beverly, MA, with the option for remote work some days of the week, as agreed upon with the manager and project teams.

Responsibilities:

- Manages assigned IT projects to ensure adherence to budget, schedule, and scope of project.
- Sets and tracks project milestones; manages and accounts for unforeseen delays, then realigns schedules and expectations as needed.
- Establishes and implements project communication plans, providing status updates to affected staff and stakeholders.
- Collects, analyzes, and summarizes information and trends as needed to prepare project status reports.
- Collaborates with internal and external stakeholders to clearly define and document project scope, goals and deliverables that meet expectations and business goals. This includes internal processing of project documentation in accordance with Company procedures.
- Identifies risks and opportunities throughout project life cycle. Devise contingency plans to ensure core priorities are met.
- Proactively manages project activities required to ensure project is executed according to expectations and business needs.
- Develops and delivers project plans, progress reports, communications plans and presentations.
- Leads internal and external project meetings as required.
- Performs other related duties as assigned.

Requirements/Qualifications:

- Bachelor's degree in information systems, Project Management, Business or a related field is highly desired.
- A minimum of 4 years of professional work experience with a strong background in IT project management.
- Project Management Professional (PMP) and/or Agile Scrum Master certification a plus.
- Excellent verbal and written communication skills and the ability to interact professionally with a diverse group of executives, managers, and subject matter experts.
- Proficient with, or able to quickly become proficient with, a range of general and specialized applications, software, and hardware used in the organization and the industry.
- Experience with Odessa and Microsoft Dynamics a plus.