



# Project Manager

Position Information

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Code/ID: Not Entered

Department: Training

Job Classification: Exempt

EEOC Category: Professionals

Asset Size: 2022 \$400M-\$600M

Grade:

10

## Role

Assists in managing the complex products/modules/software. Primary point of contact to define the project scope of work, resources needed, scheduling, delegating tasks and managing the progress and execution of project work plans.

## Major Duties and Responsibilities

WEIGHT	DESCRIPTION	ESSENTIAL
40%	Manage project activities, resources, and communications. Follow the organization's project management methodology for initiating, planning, executing, monitoring, controlling, and closing projects. Interact with stakeholders to gather requirements and document scope; utilize document templates to create project plans, work plans, project schedules, and various registers; schedule and facilitate meetings and monitor risks. Monitor and analyze the project team's progress toward project completion; maintain communication with senior management and escalate changes or issues accordingly, within the assigned level of authority.	✔
30%	Prepare reports for senior management regarding project status(es). Document project progress through status reports and maintain document repositories for the organization's portfolio of projects.	✔
30%	Serve as the Project Management lead. Coordinate activities associated with completion and track progress toward completion; provide verbal status updates, as well as written reports, as required.	✔
10%	Provide management assistance in developing sound project strategy. Performs system and workflow analysis to improve productivity and to alleviate bottlenecks.	✔
5%	Conduct project post implementation reviews.	✔
5%	Develop and maintain project plans, schedules, and budgets.	✔
5%	Leads the planning and implementation of special projects in company operations.	✔
—	Must comply with all company policies and procedures, applicable laws and regulations, including but not limited to, the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control.	✔

## Knowledge and Skills

**EXPERIENCE**

2-5 years of similar or related experience, including preparatory experience

**EDUCATION/CERTIFICATIONS/LICENSES**

A college degree

**INTERPERSONAL SKILLS**

A significant level of trust, credibility and diplomacy is required. In-depth dialogue, conversations and explanations with customers, direct and indirect reports and outside vendors can be of a sensitive and/or highly confidential nature. Communications may involve motivating, influencing, educating and/or advising others on matters of significance. Typically includes subject matter experts as well as first level to middle managers.

**OTHER SKILLS**

The ability to understand and troubleshoot technical issues. IT knowledge and system software required.

## ADA Requirements

**PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds. May occasionally need to lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORKING CONDITIONS**

Must be able to routinely perform work indoors in climate-controlled shared work area with minimal noise.

**MENTAL AND/OR EMOTIONAL REQUIREMENTS**

Must be able to perform job functions independently or with limited supervision and work effectively either on own or as part of a team. Must be able to read and carry out various written instructions and follow oral instructions. Must be able to speak clearly and deliver information in a logical and understandable sequence. Must be capable of dealing calmly and professionally with numerous different personalities from diverse cultures at various levels within and outside of the organization and demonstrate highest levels of customer service and discretion when dealing with the public. Must be able to perform responsibilities with composure under the stress of deadlines / requirements for extreme accuracy and quality and/or fast pace. Must be able to effectively handle multiple, simultaneous, and changing priorities. Must be capable of exercising highest level of discretion on both internal and external confidential matters.