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Professional Services Project Manager – Mansfield, MA

About IntelliChief

Established in 2005 and partnered with major ERP software vendors, IntelliChief is an industry-leading provider of Electronic Content Management (ECM) software solutions for automating accounts payable processing, sales order processing and other mission-critical business processes requiring compliance. Noted for our robust and superior software, highly trained professional service engineers and world-class customer support, we deliver ECM solutions that are well regarded for superior quality and excellence. We are a socially conscious employer, dedicated to being good corporate citizens and we attribute our success and growth to the technical expertise, loyalty and dedication of our employees. We are growing again and are seeking experienced and enthusiastic individuals to become key contributors in our Mansfield, MA office. We offer a fast-paced, diverse and open working environment, fostering a creative and dynamic company culture where highly motivated and intelligent team members can excel.

About the Position

The Professional Services Project Manager is a leader within our Professional Services department, setting the standard for excellence in planning, coordinating, managing, executing, and finalizing complex software implementation projects for IntelliChief customers. Working closely with our customers and collaborating with IntelliChief project Implementers and technical staff members, the Professional Services Project Manager takes the lead in defining the project's objectives, creating schedules, managing resources, overseeing quality control and communicating progress and deficiencies throughout the engagement while simultaneously identifying, assessing, reporting and minimizing project risks. Key responsibilities include:

- Developing and maintaining detailed project plans
- Development of work schedules based on resource limitations
- Creation monthly loading reports and weekly project status reports
- Maintaining 75% billable utilization
- Establishing and maintaining relationships with customer executive sponsors and project teams.
- Simultaneously managing multiple projects and engagements
- Maintaining technical knowledge of IntelliChief products, processes and implementation best practices
- Documenting and leading continuous improvement efforts for project implementations

About You

- Possess PMP Certification and practical knowledge in project management
- Possess a minimum of 5 years of Project Management experience in complex implementations, preferably for a software company
- Have excellent verbal and written communication skills
- Possess strength in building C-Level relationships
- Have a minimum of BS/BA, preferably in a technical discipline
- Have an ability to travel domestically for customer engagements
- Are a real difference maker ready to hit the ground-running

About the Compensation and Benefits

- We offer a competitive base salary based on your background and level of experience with an outstanding opportunity to learn while you perform
- We also offer a very generous benefits package that includes health, dental, vision, short and long-term disability, matching 401(k), flexible work location, flexible work schedule and flexible paid-time-off of your choosing
- This position is not eligible for relocation assistance

The Next Step

If you want to be an integral part of a growing technology organization providing software solutions to some of the country's largest and savviest companies, we welcome you to email your resume along with a short letter describing why you would like to join the IntelliChief team to showcase your communication skills to recruit@intellichief.com or apply via LinkedIn with your resume.

It is IntelliChief's policy to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.

