

Job Title:	Assistant Project Manager	Job Category:	Project Management
Department/Group:	Project Management	Job Status:	Exempt
Location:	TBA	Travel Required:	Yes
Level/Salary Range:	Per experience	Position Type:	[i.e.: full-time, part-time, job share, contract, intern]
Reports To:	Regional Project Manager	Performance Bonus Eligible	Yes

Applications Accepted By:

Fax or E-mail:

323-254-5961 or bridget.weiss@greensofttech.com

Subject Line: Project Management Position

Attention: HR Department

Mail:

GREENSOFT TECHNOLOGY, INC

155 S. El Molino Avenue Ste 100

Pasadena, CA 91101

Job Description

Role and Responsibilities

The Project Manager is responsible for achieving company goals and meeting customer expectations by planning and evaluating project activities and providing data management services. The goal is to ensure 100% customer satisfaction. Typical duties include but are not limited to:

- Accomplishes project team objectives by orienting, training, assigning, scheduling, coaching, and counseling, communicating job expectations; planning, monitoring, appraising and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.
- Achieves operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing actions plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.
- Meetings financial objectives by understanding client's annual budget; forecasting client requirements; generating sales leads; initiating corrective actions.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

GreenSoft maintains an Information Security Management System (ISMS) which all employees are required to adhere to. The Project Manager's ISMS requirements include:

- Understanding of the information security requirements for each project.
- Adherence to the information security policies and procedures.

Qualifications and Education Requirements

- B.S. degree in engineering
- Experience in a leadership position
- Demonstrated ability to establish and maintain effective relationships and partnerships with key stakeholders.
- Demonstrated experience in leading and maintaining projects that are strategic in nature and in scope.

Preferred Skills

- Strong interpersonal, communication, facilitation, leadership and presentation skills
- Strong analytical, problem solving, and time management skills.
- Ability to work independently and with minimal supervision.
- Demonstrated ability to work in a small team setting.
- Good computer skills, proficient with MS Office applications
- The ability to communicate effectively in multiple languages is an asset.
- Excellent organizational skills with demonstrated ability to execute assignments on time and on budget.

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I understand that this Job Description is not intended to create contractual obligations with respect to any matters it covers and that the signed job description does not create a contract guaranteeing that I will be hired or employed, or contracted for any specific time period.			
Reviewed By:		Date:	Click here to enter a date.
Accepted By:		Date:	Click here to enter a date.