



OPTIMUS SOLUTIONS PROJECT MANAGER

Company: Optimus Solutions, LLC
Position Status: Open - Target Hire Date: September 2005
Career Level: Management
Job Title: Project Manager
Industry: Consulting

Company Description

Optimus is not your typical business. Optimus is a business and marketing consulting firm located in Westport, Connecticut, and dedicated to helping take small and mid-sized businesses to the next level. We are a small, cutting-edge, dynamic, and informal firm. Work is fun, flexible, fast-paced, and challenging. Performance is rewarded and unnecessary work is eliminated. We value creativity, individuality, responsibility, organization, and initiative.

We work with businesses that have the resolve, determination, and resources to grow, and who recognize the need for cost-effective, cross-functional, and professional solutions to do so. At Optimus, we create strategies that drive bottom-line results. We build solutions for our clients that reduce costs, increase revenues, and exploit the full potential of technology for our customers. Our core goal is to expand client's business through unique, creative, and proven marketing, sales and lead generation strategies coupled with sound legal, operational and strategic planning. Our current career opportunity as a Project Manager will have you involved in managing the cultivation of the firm's developing projects across all practice groups.

Job Description

We are looking for a Project Manager with some marketing/creative, technical, project management, administrative and client relationship management skills. What we do, however, is not exactly rocket science. Most everything can be taught, which is why the primary job qualifications are initiative, creativity, and enthusiasm, as well as strong computer and organization skills.

Our Project Manager will be responsible for the management and coordination of all Optimus consulting activities once a client contract is signed. As Project Manager you will coordinate a client's program through the various stages of consulting development: including targeting client prospect lists and sales opportunity development, creating, updating, or optimizing sales and marketing materials, coordinating client set-up on Optimus systems (email blasts, reporting tools, and project management systems, for example), and facilitating client communication and updating / training on systems. As a Project Manager you will be a problem avoider, thinking in advance and preventing issues from developing, and a problem solver, taking care of issues as they develop. You will be the liaison between all Optimus workgroups and will manage not only the projects but the client relationships. In addition, you will support the Senior and Managing Partners as needed on special projects.

Our Project Manager will manage all established business engagements with our clients by providing leadership and direction to all facets of our ongoing consulting initiatives. This position will ensure compliance with Optimus standards and policies, contract requirements, and management of customer expectations. The Project Manager will report to the Managing Partner and will participate in the building of core repeatable processes, standards, implementation methods, training material, and financial and cash performance analyses in support of revenue generating engagements.

Responsibilities include:

1. Overall management, implementation, and optimization of all developing consulting projects.
2. Ensuring that project goals, objectives, budget, and timeline are met, providing regular project status reports to management.
3. Conducting regular status meetings/conference calls with clients to monitor the progress and address any and all project issues.
4. Developing, revising, and refining project plans, schedules, and other documentation as necessary, including helping draft creative sales and marketing copy for presentation narratives, emails, and client proposals. list development, and management of distribution and reporting of client materials.
5. Assisting workgroups as needed with implementation, goals, timetable, budget, and ongoing maintenance assessments.
6. Performing regular quality assurance, process improvement, contract compliance monitoring, and customer satisfaction monitoring.
7. Managing contract implementation and third party vendor relationships, including progress, usage, training, budget, and issue resolution.
8. Support management in cultivation and development of client projects.

Necessary Qualifications

1. Effective facilitation and time management abilities, including the ability to manage many tasks at one time and understand how to manage processes and the flow of documents.
2. Excellent organization, interpersonal, managerial, oral and written communication skills.
3. A strong personal discipline, character, and client focus, and dedication to excellence displayed by strong attention to detail, strong client relations, and management skills.
4. A proven track record of being results driven with the ability to work independently, as well as part of a cross-organizational team.
5. Analytical, problem solving and personal workload management skills.
6. A high level of accuracy and commitment to detail, and the ability to deliver completed projects within the agreed upon scope of time and budget.
7. High Level of Experience with Microsoft Office Suite (Word, Excel, PowerPoint)
8. Strong computer skills and comfort with technical applications, and ability to quickly learn new ones.
9. Ability to work in a fast paced environment with strict deadlines.
10. The desire to acquire and develop new skills, and responsibilities, and grow beyond your comfort zone.

If you are interested, or would like more information, please contact Optimus: Daniel Seaman, Managing Partner, 203.401.8795 ext. 906, or dan@optimusltd.com