

**URM STORES, INC.
PERSONNEL REQUISITION**

EXTERNAL	Department: Information Technology	Date: December 13, 2018 Void after: Open Until Filled
REQUIREMENTS		
Job Title: Senior Project Manager	Regular Full-Time – For a duration based dependent on the project timeline. Will be evaluated in 30, 60, and 90 days.	
<p>Essential Job Functions:</p> <p>Project management responsibilities include delivering projects within scope, schedule and budget. Project managers should have a background in planning, organizing, organizational change management, budgeting, leadership, and communication.</p> <ul style="list-style-type: none"> • Develops, plans, and implements the Human Capital Management and Payroll systems • Determines scope of the project. Sets deadlines, assigns responsibilities and monitors progress for the projects • Evaluates and recommends changes to current and future HCM and Payroll system requirements to meet organizational needs • Communicates with senior IT & Business Management to ensure clear understanding of project progress and direction. • Ensures that project goals are met and adhering to approved budgets • Drive end to end Project deliveries from initial scoping through to successful handover to end users • Engage with and build relationships with stakeholders in conjunction with the wider Project team to drive solution designs and successful outcomes • Engage with the technical infrastructure and applications team to ensure work is completed as per project schedules • Ensure Vendor relationships are maintained and managed regarding project delivery • Develop a detailed project plan to track progress • Apply scope change management principals and techniques to eliminate any ambiguity and insure the project team delivers agreed upon scope. • Drive resource management processes and tools for accurately estimating resource requirements • Facilitate meetings and record notes • Report and escalate to management as needed • Perform risk management to minimize project risks • Create and maintain comprehensive project documentation • Facilities preparation for training, testing, and collaboration 	<p>Date Needed: ASAP Position is: New</p>	<p>Starting Salary: DOQ</p>
<p>Education/Experience: Bachelor's Degree Required 5 yrs experience in the related area</p>		
<p>Skills Required:</p> <ul style="list-style-type: none"> • Strong working knowledge of Microsoft Office, including Power Point, Visio, and Microsoft Project • Highly self-motivated and directed with keen attention to detail. • Strong project management skills with successful experience leading small to large scale enterprise IT projects 		
<p>License or Certificate Required:</p> <ul style="list-style-type: none"> • PMP, CAPM, CSM. or CPMP preferred 		
<p>Physical and Mental Abilities:</p> <ul style="list-style-type: none"> • Ability to work well under pressure and meet deadlines 		
<p>Personal and Professional Attributes:</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Solid organizational skills including attention to detail and multi-tasking skills • Excellent influencing skills at all levels and ability to develop and maintain good relationships 		
<p>Who will supervise this employee:</p>		
<p>Travel Involved None</p>	<p>Whom will this employee supervise: Contractors</p>	
<p>Want to interview at least 3 persons.</p>		

URM Stores, Inc. ("URM") is an Equal Opportunity Employer. URM recruits and hires qualified candidates without regard to race, religion, color, sex, sexual orientation, age, national origin, citizenship and veteran or disability status, or any factors prohibited by law and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state, and municipal laws