



WISE[™]
Advise + Assist Team

Technical Project Manager

Summary

WISE Advise + Assist Team is looking for a skilled Technical Project Manager (PM) with a focus in web development. The Technical PM is responsible for the overall management and administration of client projects through the entire project lifecycle. The PM is at the core of the team and helps everyone to communicate clearly while staying on time, on budget, and meets the highest of quality standards. PMs must demonstrate sound business judgment and strategic thinking. The ideal candidate is a problem solver and an excellent communicator who exhibits professionalism and diplomacy.

Responsibilities

Main duties will include, but not limited to:

- Project Management
 - Understand the scope of work across an assigned account, as well as the project plan at an individual project level
 - Develop project charters, estimates, and project plans
 - Prepare comprehensive project scopes (deliverables, schedules, budgets, etc.)
 - Oversee timeline and estimate development efforts of team members within the assigned portfolio of projects
 - Define and adjust processes to meet project/business needs and look for ways to improve processes while coaching teams to do the same
 - Lead client discussions on the project plan to ensure the client understands project flow and due dates needed in order to meet end goals
- Web Development
 - Collaborate within a multi-disciplinary team to define and implement innovative solutions
 - Execute all visual design stages from concept to final product.
 - Conceptualize original ideas that bring simplicity and user friendliness to complex design roadblocks
 - Create wireframes, storyboards, user flows, process flows and sitemaps to effectively communicate interaction and design ideas
 - Conduct user research and evaluate user feedback
 - Establish and promote design guidelines, best practices, and standards
 - Design and implement new features and functionality
 - Establish and guide the website's architecture
 - Assist with formulating and maintaining an effective and responsive design
- Leadership
 - Collaborate with project team, Project Manager Lead, and cross-functional leads on complex projects and strategic assignments
 - Effectively lead internal meetings making important, relevant contributions, and generate workable conclusions
 - Manage multiple direct reports
 - Participate in team and cross-capability recruiting, interviewing, and staffing
 - Problem-solve program and project issues
 - Assist teams in resolutions



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- o Lead large teams to develop risk mitigation plans
- o Actively seek out ways to improve team and client communication
- o Develop processes that lead to more effective collaboration
- o Deliver constructive feedback while outlining and facilitating development plans where needed

About the Job

The WISE Team is made up of an all virtual workforce. With the challenges of working virtually, in a fast paced environment, we are made up of strong and unique individuals who create our team first company culture.

A successful WISE Team Member enjoys continually learning new things and is constantly improving. They are a strong communicator who is able to communicate complex ideas, listen well, and maintain excellent customer service. They are organized and detail oriented. They have the ability to accept feedback and make adjustments based off of that feedback. They take pride in their work and maintain a high level of quality control. They have exceptional time management and are great at multitasking. They also enjoy new challenges and changes to their work environment.

Most importantly a successful WISE Team Member is authentic, versatile, a self-starter, and a team player.

We look forward to meeting you!

Minimum Qualifications

- Bachelor's Degree and/or Master's Degree in Marketing or related field
- PMP certified or working toward PMP Certification
- 3+ years of project management experience within a client-facing role
- 2+ years experience in a web design-related role
- Strong experience with scoping, development of budgets and schedules for complex projects with multiple workstreams
- Manage a high volume of work in a fast-paced and ever-changing environment
- Adjust deliverables and define them in detail in SOWs
- Manage clients and projects so there are no overages
- Work autonomously, with solid decision-making skills
- Tech-Savvy
- Outstanding time management skills
- Exceptional problem-solving skills
- Strong communication skills, both verbal and written
- Ability to quickly assess needs, develop a strategic plan, and implement effective solutions
- Working knowledge of enterprise tools (JIRA, MS Project, Teamwork, Asana, Slack)
- Advanced knowledge of Microsoft Office (Word, PowerPoint, and Excel)
- Expert with Google Suite Apps, cloud services and Adwords
- Understanding of front-end technologies, including HTML5, CSS3, JavaScript, jQuery
- Experience building user interfaces for websites and/or web applications
- Experience designing and developing responsive design websites



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- Ability to understand CSS changes and their ramifications to ensure consistent style across platforms and browsers
- Ability to convert comprehensive layout and wireframes into working HTML pages
- Solid experience in creating wireframes, storyboards, user flows, process flows and site maps
- Experienced developing and maintaining WordPress sites
- Proficiency in HTML, CSS, and JavaScript for rapid prototyping
- Experience with Google Adwords/Analytics & SEO/SEM
- Excellent visual design skills with sensitivity to user-system interaction
- Up-to-date with the latest UI trends, techniques, and technologies
- Knowledge of ADA standards for UI
- Ability to update existing websites while adhering to current style guidelines
- Outstanding time management skills
- Exceptional problem-solving skills
- Detail oriented
- Manage a high volume of work in a fast-paced and ever-changing environment
- Able to present designs and key milestone deliverables to team and clients
- Team player
- Creative
- Portfolio of web and digital work ready for presentation

Preferred Qualifications

- 2+ years of experience with WordPress, Custom WP Themes and WP plug-ins
- Proven UI/UX experience
- Virtual work experience

Computer Requirements

- For the home wireless system:
 - Strong Internet Connection
 - Have a firewall to protect wireless internet.
 - Not allow others to use their wireless internet.
 - Use strong passwords for the wireless system and firewall (not the factory installed).
- Computer:
 - Have 2-factor authentication for computer and critical software.
 - Encryption for hard drive
 - Good security software (McAfee, Norton, MalwareBytes, etc)
- If traveling or working outside the house:
 - Do not use unsecured public Wi-Fi
 - Tethering or VPN to protect internet usage
 - Never leave computer unprotected - especially if it is on and unlocked

Additional Information

- Supervisory Responsibility: This position has supervisory responsibilities.
- Position Type and Expected Hours of Work: This is an hourly, contract position.



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- **Other Duties:** Please note this job listing is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.