



Summary

WISE Advise and Assist Team is looking for a skilled Associate Project Manager (APM). The APM is an account manager responsible for the overall management and administration of client projects through the entire project lifecycle. Working remotely, the APM leads small teams to execute the project month to month. The APM 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. The ideal candidate is an expert at building client relationships and must demonstrate solid business judgment and sound strategic thinking. The right candidate will have a strong personality and be direct in team communications but will exhibit superb professionalism and diplomacy.

Responsibilities

Main duties will include, but not limited to:

- Maintain comprehensive project scopes (deliverables, schedules, budgets, etc).
- Work alongside cross-functional teams to ensure the timely and successful delivery of our services.
- 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.
- Develop long-term relationships with clients, understanding exactly what it is that their company needs to grow.
- Lead client discussions on project plan to ensure the client understands project flow and due dates needed to meet end goals.
- Collaborate with cross-functional leads on complex projects and strategic assignments.
- Effectively lead project team meetings making important, relevant contributions, and generate workable conclusions.
- Problem-solve program and project issues.
- Lead small teams to develop risk mitigation plans and assist teams in resolutions.
- Actively seek out ways to improve team and client communication.
- Develop processes that lead to more effective collaboration.
- Deliver constructive feedback while outlining and facilitating development plans.

About WISE

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 on 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

- 2+ years of project or account management experience within a client-facing role with a Bachelor's Degree
- 2+ years of experience with scoping, development of budgets and schedules for complex projects with multiple workstreams
- Experience managing accounts, small teams and budgets
- Ability to manage a high volume of work in a fast-paced and ever-changing environment while adjusting deliverables and defining them in detail in SOPs
- Work autonomously, with solid decision-making skills, strong communication skill, and outstanding time management skills
- Exceptional problem-solving skills
- Ability to quickly assess needs, develop a strategic plan, and implement effective solutions
- Tech-Savvy, advanced knowledge of HubSpot or other CRM web-based tracking systems with a working knowledge of enterprise tools (JIRA, MS Project, Teamwork, Asana, Slack)
- Advanced knowledge of Google suite and Microsoft Office suite

Preferred Qualifications

- 3+ years of client facing experience
- PMP certified
- 1+ year of remote experience is preferred
- Marketing knowledge or 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).
 - Tethering or VPN to protect internet usage.

Additional Information

- We are looking for applicants who can start work within 3 months of the application date.
- Position Type and Expected Hours of Work: This is a part-time hourly, contract position.
 - Applicants must be able to commit to a minimum of 20 hours per week, 25-32 hours preferred.
- Location: Fully remote, Conus friendly.
- All applicants must be able to commit to at least 2-3 hours per day between the hours of 9:00am and 5:00pm Eastern Time.
- 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.