

# WE'RE HIRING!



## Project Manager - Denver, CO

Dominion Voting is searching for an experienced and passionate **Project Manager** to join our team in Denver,CO! This position will be responsible for the effective project management of assigned projects which includes but not limited to, business, functional, and risk analysis as well as implementation of new processes, equipment and systems. Additionally, the role will be responsible for: scheduling, budgeting, quality control, staffing, communication, risk management, supply chain, integration and customer communication.

### Responsibilities

- Work closely with other cross functional associates (sales, customer relations, product management, technical services, etc.) to insure professional project delivery and customer satisfaction.
- Responsible for all stages and initiatives for projects from proposal and requirements definition to project planning and implementation.
- Provide a proactive interface between the interdepartmental employees and the customers to ensure effective definition of and delivery of business applications.
- Define and document complex business requirements and processes, identifying realistic and effective solutions.
- Lead project review sessions with customers, as well as internal technical and business staffs, including all levels of management.
- Establish project objectives, policies, procedures and performance standards within boundaries of company policy and contract specifications.
- Monitor and control project through project is completed on schedule and within budget.
- Formulate reports concerning such areas as work progress, costs and scheduling.
- Keep abreast of industry best practices within the Project Management field and incorporate changes internally as needed.

### Qualifications

- Undergraduate degree in business, computer science, or technology management.
- Project Management certification through the Project Management Institute preferred.
- 5+ years of experience in project management, including large scale project experience.
- 3+ years of experience directing a project team and providing daily guidance and leadership, including performance management.
- Demonstrated ability to project manage multiple, parallel projects.
- Strong business analyst and project management skills are essential.
- Excellent verbal and written communication skills.
- Strong organizational skills to include multi-tasking and time management skills.
- Ability to manage projects with detail-oriented skills.
- Team player and willing to assist the team and our customers to accomplish tasks.
- Ability and willingness to travel frequently up to 50% of the time.

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