

Junior Project Manager

3t Systems is an end-to-end IT consulting firm that helps organizations realize their full business potential by strategically integrating technology into everyday business operations. Our team of accredited consultants has more than 300 combined years of field-deployment expertise in collaboration, managed services and virtualization technologies. It's this level of expertise that enables 3t to consistently deliver solutions that streamline communications, boost productivity and maximize investments.

We are currently seeking a Junior Project Manager. A Junior Project Manager at 3t Systems owns driving project tasks to completion on-time and within budget while meeting the needs and expectation of our clients. This person will work directly with and receive mentoring from the Senior Project Manager to help drive project completion for multiple projects. This person plays a key role in ensuring our clients have an exceptional customer experience. The expectation is for this role to grow into a Project Manager role.

Responsibilities:

- Assist in managing each project according to the 3t Systems processes and procedures, including, but not limited to:
- Working with team to assist in project planning
- Drive resources to complete project tasks, keeping both management and the client informed of the progress
- Utilizing metrics to track project progress and making recommendations as-needed for getting projects back on track
- Proactively looking for and communicating risks and problems, and working with team to drive resolutions
- Helping to identify dependencies and/or roadblocks and work to resolve/remove those to enable resources to complete the work
- Ensuring only the scope of the project gets completed and highlighting out-of-scope work so change requests can be implemented
- Serve as the liaison between senior management, account executives, resources, the senior project manager and the client throughout a project's duration
- Provide updates to contribute to the internal weekly Project Status Spotlight Report to Senior Management
- Attend and participate in the weekly resource planning meeting to ensure team members are appropriately and efficiently utilized
- Review and approve weekly and end of month timesheets
- Attend and actively participate in the mid-month and month-end invoice review
- Manage and prioritize tasks and day-to-day issues
- Other duties as assigned, needed, initiated, or determined

Qualifications:

- 1+ years of professional experience, preferably at a company that works with technology or in consulting

- Project management/project coordination experience a plus
- Ability to multi-task and manage multiple priorities at the same time
- Detail and process oriented
- Ability to distill down lots of information into the most important to communicate
- Effective, concise, and clear written and verbal communication
- Strong organizational and problem-solving skills
- Self-motivated and self-directed (mentoring to be provided), but also a team player
- Proven ability to achieve results and drive others to achieve results
- Experience with Microsoft Office application
- Microsoft Project experience is a plus
- Sound judgment and personal integrity
- Experience with ConnectWise is a plus