

Title: Project Manager

Location: Jointly based in Boston, MA and Lawrence, MA

Job Description:

Responsible for managing project plans and coordinating project activities in support of New Balance's major projects. Activities will include project plan creation and maintenance, resource loading, and status reporting. In addition, activities may include management of: end-user training, testing, roll-out and on-going support transition activities.

Responsibilities:

- Creates and maintains project plans based upon Project Management Institute (PMI) and New Balance project methodology, project objectives, scope, resource commitments and costs. Ensures that all key project activities are included in the plans with identified dependencies, time estimates and resource requirements. Ensures that all project team members input are taken into consideration in the development of project plans.
- Ensures that the project plans are accurate based upon changes in project scope, task definition, resource estimates, actual levels of effort and activity completions. Provide project status and management reporting at the detail project task activity level, as well as milestone and major activity levels.
- Utilize project management tools (such as, MS Project and SharePoint) in support of project activity, issue, risk, change request and decision tracking. Identify staffing and project issues in a timely manner. Work with the project's program management office to resolve these issues. Review and manage project deliverables for quality, accuracy and timeliness.
- Performs business analysis activities that include reviewing existing business processes and business requirements and offering alternative business processes and requirements that may be more cost effective and lead to improve productivity.
- Provide application support for existing applications that includes troubleshooting production issues, coordinating responses to production issues, acting as liaison between business, technical staff and / or vendor, and performing post-mortem analyses.
- Coordinate end-user training needs, identify the list of end-users requiring training type of training and work with the project team members to develop and manage a comprehensive training plan. Develop training metrics to monitor effectiveness of training activities. Develop appropriate certification programs by role to ensure proper education.
- Coordinate the scheduling of meetings, meeting notes distribution, file repository maintenance and project related logistics.

Job Requirements:

- BS in Business or Information Technology or equivalent. 8-10 years of experience in project management roles.
- Project management Institute's Project Management Professional (PMP) certification.
- Experience in supply chain management, constraint based supply planning and demand planning applications and processes required.
- Knowledge of analytical methods to evaluate and document project plans, proposals and performance. Ability to analyze project activity performance, offer recommendations, and implement solutions.
- Strong communication skills both written and verbal. Must also possess excellent presentation skills.
- Proven skill in logical problem solving.
- Computer skills, especially with project management tools such as MS Project, Project Server, and SharePoint.

Contact:

Please submit all correspondence by email.

Den D'Antona
20 Guest Street, Boston, MA 02135
617-746-2566
dennis.dantona@newbalance.com