

ENGINEERING SERVICES NETWORK, INC.
JOB POSTING NOTICE:

Job Posting: January 22, 2010
Closing Date: Until Filled
JOB TITLE: Project Manager
JOB LOCATION: Hines, IL
REQUISITION NUMBER: 471

PRINCIPAL DUTIES/RESPONSIBILITIES:

The Project Manager duties include:

- Leads team on large projects or significant segment of large complex projects
- Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components.

Additional duties include:

Ensure that all requirements are performed and deliverables are submitted per agreed upon schedules; Communicate routinely, as needed, and effectively with BPEO Project Manager and the COTR; Effectively balance and schedule involvement of appropriate technical resources throughout the project lifecycle; Utilize project metrics to track, manage, and analyze task progress and communicate findings to the COTR to ensure appropriate focus on critical attention areas; Identify opportunities for improvement in their processes and drive results; Anticipate project challenges and risk scenarios and prepare, lead, and execute proactive mitigation strategies to ensure optimal results

Drive internal and external reviews as required; Serve as the single point of contact for performance related questions; Manage and monitor the components for project execution including developing and planning resource assignments and allocations, developing program status reports and project reviews, and managing and tracking project deliverables.

EDUCATION AND EXPERIENCE:

Bachelors Degree with emphasis in Business, Engineering, or equivalent experience. A minimum of two years Project Management experience.

SKILLS AND ABILITIES:

Experienced FileNet certified developer/administrator and optimally have a FileNet Advantage Provider Certification, Oracle Certifications and/or Training equivalent.

Other key knowledge areas include; Capture developer, ASP developer, ActivePDF, Adobe Acrobat Distiller, Infragistics, Lead Tools, RoboHelp, Optus FacSys Desktop, Macromedia Authorware, Kofax Adrenaline Utilities, Dell OpenManage Management Server, UNIX Admin (SUN), Arcserve 2000 Backup Utilities and Agents, HP Surestore Library Tools and Management, QLogic Hardware Management Utilities, Windows NT / 2000 system administration, and Windows Networking.

Applicants must be able to obtain a Background Investigation (BI)/High Risk through the Department of Veteran Affairs Security and Investigations Center (SIC).

Some travel to other government sites may be required (i.e. Philadelphia, PA and Washington, DC)

The above job description is not intended to be, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Send resume to: hr@esncc.com or fax to (703) 412-3154

EEO/AA/Vets/Disabled

