

## Project Manager

As a Project Manager at WBT Systems, you will take ownership of multiple projects. Your primary focus will be on managing all aspects of project planning and delivery, ensuring a focus on customer success in every project. Project Managers at WBT Systems work in close partnership with our customers. To develop a clear understanding of our customers' exact business and education challenges, your role will include an element of business analysis, helping customers to define their requirements clearly in order to develop a detailed project plan. You are a primary point of contact for internal and external project stakeholders, using your excellent communication skills to keep customers, project teams, and stakeholders informed and working toward the same goals.

As a member of the Professional Services Team, your role will be instrumental in enabling software development teams to rapidly deliver functionality that drives customer satisfaction. You should be able to:

- **Lead your team:** Motivate your project team to achieve the deliverables you help them plan, scope and execute. Encourage an environment of ownership and accountability.
- **Support our customers:** Establish good relationships with customers and ensure their requirements and timelines are properly accounted for in our project planning. They should feel like you and your project team are an extension of their organization.
- **Stay one step ahead:** Pro-actively manage project issues, risks, and change, keeping the team on-task, projecting milestones & deliverables to specification. Be able to easily quantify the impact of changing requirements and timelines.
- Be comfortable working in a software development environment, understand terminology and be able to clearly communicate technical information to stakeholders and customers.

### Project Management Responsibilities:

- Project plan preparation, management, and ownership to ensure project delivery within budget, scope, quality and time requirements
- Project Monitoring and Control: Risk & issues identification and management throughout the project
- Financial Tracking: Forecast and report on actual revenue for each project against budget
- Change Management: Management of change requests throughout the project delivery
- Work with sales personnel on pre-sales tasks towards a successful contractual agreement
- Manage handover of project with customer and/or customer support team

**Business Analysis responsibilities:**

- Serve as the conduit between the customer community and the software development team through which requirements flow.
- Proactively communicate and collaborate with external customers to elicit and analyse information needs and functional requirements and deliver the following project documentation as needed: Functional requirements (Business Requirements Document); Use Cases; GUI, Screen, and Interface designs.
- Drive and challenge business units on their assumptions of how they will successfully execute their plans.

**Skills**

- Degree in Computing / IT preferable
- Prince II or PMI certification would be an advantage.
- Highly skilled in project management methodologies (Agile experience an advantage) and able to apply and adapt process to suit team, organizational, and project necessities.
- Thorough understanding of how to interpret customer business needs and translate them into application and operational requirements.
- Experience of budget management, resource management, 3rd party vendor management, risk & issue management, project scheduling
- Excellent communication, problem solving, and analytical skills.
- Positive, professional attitude and strong interpersonal skills.
- Strong time management and organisation skills, with ability to focus on priorities & risk assessment.

**What WBT Systems offers:**

- Opportunity to work with clients and colleague on a global scale
- Collaborative work environment
- An excellent remuneration package
- Competitive company benefits, such as flexible working hours, private healthcare, pension